

Parking Committee



MINUTES

August 18, 2021

Meeting at CenDel at Noon

DRAFT

ATTENDANCE: Councilman Fred Neil, Todd Stonesifer, Codi Canasa, Dave Hugg, Steve Ottinger, Chris Raubaucher, Chris Hankins

STAFF: Diane Laird, Tina Bradbury, Jordan Resh

Call to Order: Chair Todd Stonesifer opened the meeting at 12 p.m.

Councilman Neil voted to accept the agenda. Hugg seconded the motion, and the committee voted unanimously to accept.

Councilman Neil voted to accept the minutes from July 2021. Hugg seconded the motion, and the committee voted unanimously to accept.

Todd requested to discuss the parklet from the July 2021 meeting. Codi shared their support of the parklet because it changes the scenery and attracts people to the area. Tina and Codi discussed safety issues, and Todd shared that the parklet could be most effective when the street is already shut down. Diane offered the suggestion that live music would be a good use of the parklet. Steve Ottinger requested more information on how quickly the parklet can be assembled and disassembled, and Todd agreed that it would be useful to ask the designers of the parklet to follow up. Todd indicated best to not take up valuable parking spaces when not absolutely necessary.

Downtown Dover Parking Update:

Tina shared updates on downtown parking. Tina said they are going to create a banner to update visitors on the start of re-enforcing parking. Todd explained that the parking will switch to Park Mobile and that it will be enforced for the first time since December 2019. Todd requested that we share with others that September 7th is the start date of enforced parking, and Tina added that the grace period will last two weeks after September 7th. Councilman Neil asked about the marketing campaign to advertise these changes, and Tina said they will be doing press releases, advertising at First Friday, and more to ensure visitors know about the enforcement update. Park Mobile will do a press release as well. Diane emphasized that this is not the part of the comprehensive solution that is being developed for downtown parking, but rather is a pilot program that will help downtown transition into the new parking plan. Todd mentioned that we need to mark the spaces before we start enforcement, and Tina said she would reach out to the city to determine when they will be able to update the signage.

Public Meeting:

Todd shared information about the public parking meeting from last week (August 8) held at the library. Todd believed there were four new visitors that had not previously been involved with parking conversations, and that not all visitors were engaging with the discussions. Todd said the total attendance to the meeting was eight people. Todd shared that the visitors were largely in support of the parking meters,

and when the visitors were asked if they had to pay \$1 to park downtown if they would still come, they said yes. Todd said the presentation was informative and well done. Codi said that in the meeting, in terms of investments, the feedback was in support of a full commitment and investment, from the start instead of planning to expand the program at a later date. Todd shared that there was no vocal opposition at the meeting, but rather questions that were similar to those that have come up at parking committee meetings as well. Todd said that Dover is growing from outside, not within, and visitors from metropolitan areas expect to have parking. A comment was shared from Councilman Anderson that he believes Friday parking hours should be reduced, and Todd shared that after the pilot program, the information gathered will allow educated decisions to be made. No press was present. The Open House meeting was publicized in advance fo the meeting through the City of Dover public meetings web page (a week in advance of the meeting), at the City of Dover Public Library, on the DDP Merchants FB pages, and in a State News article published August 7.

Hard Costs:

Chris Hankins provided updates on the requested hard costs for option 2A (meter and manual sign), 2B (loop with counter), and 2C (automatic sign with license plate reader (LPR)). He said that the hard costs are not available yet, but that the research is being conducted. Todd made clear that 2B cannot turn into 2C, but 2A can turn into 2C. Chris Raubaucher asked where the funds are expected to come from, and Todd said that he expects state and federal funds to be available. However, Todd shared that he did not believe the city of Dover would be in support of funding, since the budget has recently been approved. Councilman Neil asked for clarification on the LPR and if people will know how to properly use them. For example, how people will know where to park and how seniors will handle the new technology? Chris explained the LPR system as being useful to show vacancy and does not require user input, that a cash option will be available as well, and that certain days the parking can be changed to become free. Tina also added that the North Lookerman metered parking spots will turn to \$5/day, and that this will encourage people to start parking in the offered lots. This is expected to help gauge interest and use for the spaces during the pilot program. Todd mentioned that it seems support is for 2C, and research would need to be conducted to find the funds. Codi asked if 2C could transition to option 3 (gated parking), but Chris explained that the two programs would not transition, since they are structurally different. Steve asked if the cost of maintenance will be included in the hard costs, and Chris said that the maintenance costs should be minimal but can be considered in future cost updates.

Diane asked Councilman Neil for a recommended date to present the proposal to the council for consideration. Neil said that anything presented to the council needs to be "actionable," and that an informational meeting can be in front of a committee (Council Committee of the Whole - CCOW), instead of full council at a traditional council meeting.

Next Public Meeting:

The committee discussed having another public meeting before presenting in front of the council committee. Diane clarified that the final public meeting is expected to be a presentation of the final project, and many changes after that presentation are not anticipated. The Parking Committee discussed meeting again to finalize the proposal before the public meeting, and then presenting it to the council committee after the two other meetings. Todd expressed concern that the Parking Committee may not be able to finalize the proposal in the next meeting.

Call to Adjourn:

Todd asked for any additional discussion topics. Seeing none, Councilman Neil motioned to adjourn the meeting, and Hugg seconded the motion. The committee voted unanimously to adjourn the meeting. Meeting adjourned at 12:44 pm.

DDP reaches out to community on city parking issues

By Mike Finney
Delaware State News

DOVER — The Downtown Dover Partnership continues to reach out to the community, as it seeks solutions for parking issues.

Residents are invited to attend an open house Wednesday from 4:30-6:30 p.m. at the Dover Public Library to review the progress of the parking planning to date, ask questions and provide input. No registration is required, and the meeting is open to all.

DDP has been working with Colonial Parking and Dover citizens since November to develop a convenient and effective solution to

downtown parking.

The public process has resulted in a proposed solution, still in draft form, which involves a combination of free and paid parking, flexible time frames and parking locations, and new amenities like bike racks and charging stations.

“We are nearing the end of the design/development phase for the parking solution, which nicely coincides with proposed development of a master plan for downtown,” said Diane Laird, executive director of DDP. “We currently have a request for proposals out, in which we are seeking the most qualified vendor to provide a path forward to

capitalize on central Dover’s assets, encourage new commercial and residential investment and to spur the local economy.

“Convenient and efficient parking is an integral part of a well-planned downtown corridor.”

Individuals interested in seeing the details of the proposed solutions — including a projected timeline, meeting minutes and presentations to date — can visit tinyurl.com/doverparkingsolutions.

“No date has been selected to implement the parking solution once the plan is finalized,” said Todd Stonesifer, DDP board president. “But it is important to be ready with the

solution as soon as the conditions suggest that the time is right.”

These conditions could include additional business openings and a return to increased visitation to the capital city by tourists, as well as re-development, including additional market-rate residential opportunities that would feed an “open after 5” retail and restaurant district.

In addition to Wednesday’s event, the DDP Parking Committee meets the third Wednesday of every month at noon. Meeting agendas and location are available on the city of Dover website.

Staff writer Mike Finney can be reached at 741-8230 or mfinney@inusa.org.



OPEN HOUSE

Community members are invited and encouraged to attend, learn more, and provide feedback.

**Comprehensive
Downtown Dover Parking
Solution**

Wednesday, August 11

4:30—6:30 p.m.

Community Room of the Library

[Tinyurl.com/DoverParkingSolutions](https://tinyurl.com/DoverParkingSolutions)





Downtown Dover Parking

DDP Parking Committee Meeting

August 11, 2021



Table of Contents

1. Purpose
2. Value
3. Benefits
4. Schedule
5. Survey Results
6. On-Street Parking
7. Off-Street Parking
8. Hours of Operation
9. Parking Fees
10. Parking Facility Amenities

Downtown Dover Parking Management Plan



Purpose:

The Downtown Dover Partnership (DDP) is seeking to develop cost-effective and efficient solutions to enhance parking capacity and capabilities throughout the commercial core of the City of Dover that stimulate community and economic development and improve parking services, convenience and efficiency to parking users in the downtown business area.

Downtown Dover Parking Management Plan



Value:

Even with a modest parking fee structure, revenue generated from a holistic parking solution will be reinvested into the community – by addressing projects/issues that will benefit merchants, residents and property owners. Among these issues can be meeting the future parking needs of a growing/redeveloping Downtown Dover.

Downtown Dover Parking Management Plan



Benefits:

- Create more turnover and availability for customers, visitors, and guests to Downtown Dover.
- Customer friendly system for the parking lots with monthly payment options.
- User-friendly by combining “smart” technology and cash/credit card options.
- Reasonable user cost.
- Amenities like Electrical Vehicle (EV) charging.
- More effectively use of current capacity to extend the time before a parking garage is required.

Downtown Dover Parking Management Plan



Benefits:

Parking Benefits District:

Invest proceeds from the Downtown Parking program back into improvements downtown as directed by the DDP Parking Committee for items like streetscape, lighting and safety enhancements.

Downtown Dover Parking Management Plan



Project Schedule to Date

2008	DDP Parking Committee Formed
January 2018	Downtown Dover Parking Study Issued
April-June 2019	DDP Parking Garage RFP Issued, Proposals Evaluated and Project determined to be too costly
January 2020	DDP Issues RFI & Receives Responses for Holistic Solutions to Downtown Parking Management
June 2020	Colonial Parking, Inc. is selected to partner with DDP on Downtown Parking Management Plan
October 2020	DDP receives City of Dover authorization to include on-street parking in Downtown Parking Management Plan
November 2020	DDP & Colonial Parking launch process to start development of a comprehensive Downtown Parking Management Plan.
April 2021	DDP & Colonial Parking conduct survey and share results from over 300 respondents
June 2021	DDP & Colonial Parking continue to refine details of the Downtown Parking Management Plan.

Downtown Dover Parking Management Plan



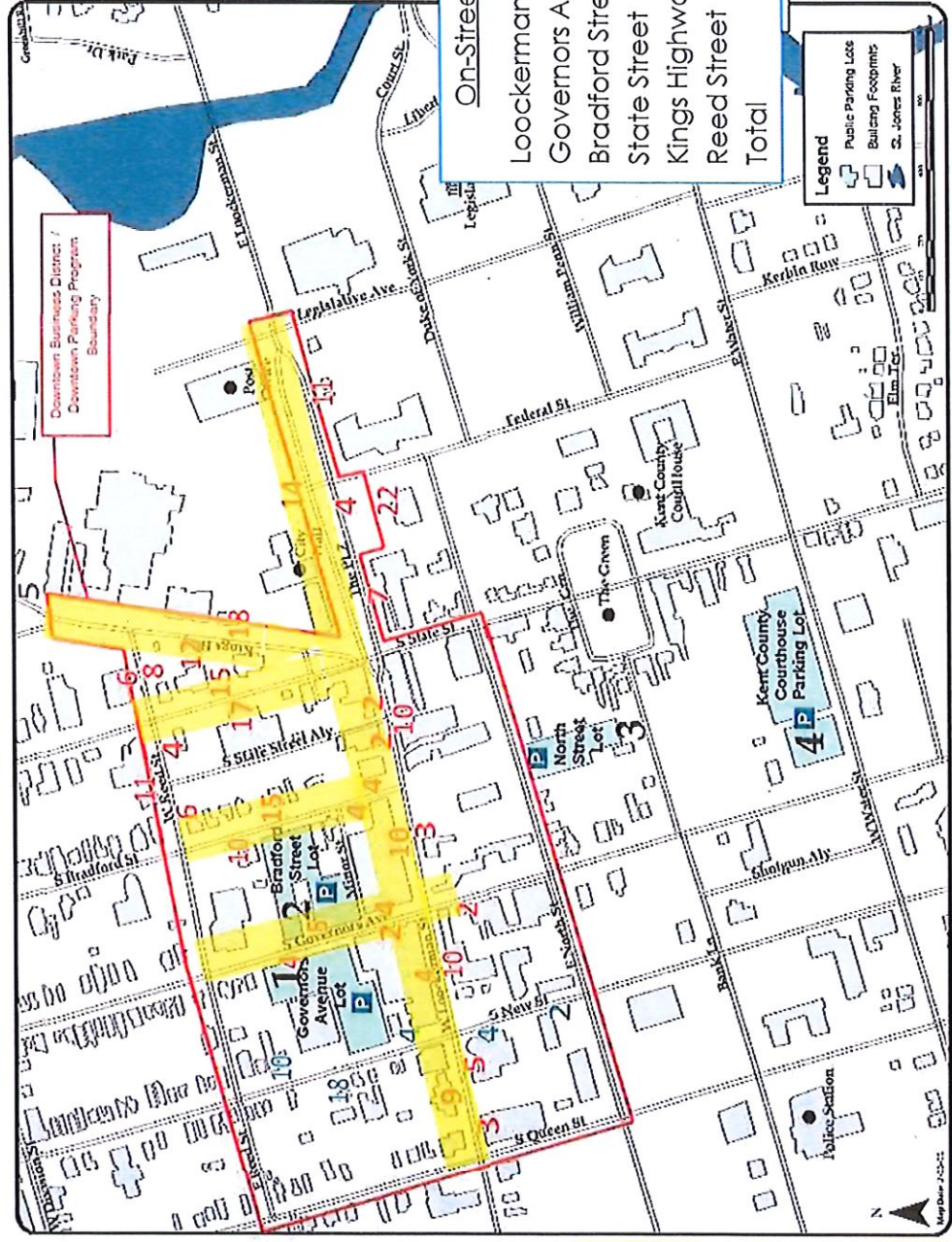
Proposed Project Schedule Moving Forward

August 11, 2021	Public Meeting	Review Parking Management Plan
August 18, 2021	DDP Parking Comm	Review Parking Management Plan
September 15, 2021	DDP Parking Comm	Review Parking Management Plan
September 21, 2021	Public Meeting	Review Parking Management Plan
September 28, 2021	Dover City Council	Present Parking Management Plan
October 20, 2021	DDP Parking Comm	Review Parking Management Implementation Plans
October 27, 2021	DDP Board of Directors	DDP Parking Comm recommendation to DDP BOD

Downtown Dover Parking Management Plan



On-Street Parking



On-Street Parking Spaces	
Lookerman Street	116-spaces
Governors Avenue	17-spaces
Bradford Street	33-spaces
State Street	32-spaces
Kings Highway	30-spaces
Reed Street	35-spaces
Total	263-spaces

Legend

- Public parking Lot
- Building Footprints
- St. Jones River

Downtown Dover Parking Management Plan



On-Street Parking Management

Develop the management plan including specifications for Multi-Space Meters to meet the on-street parking needs of the

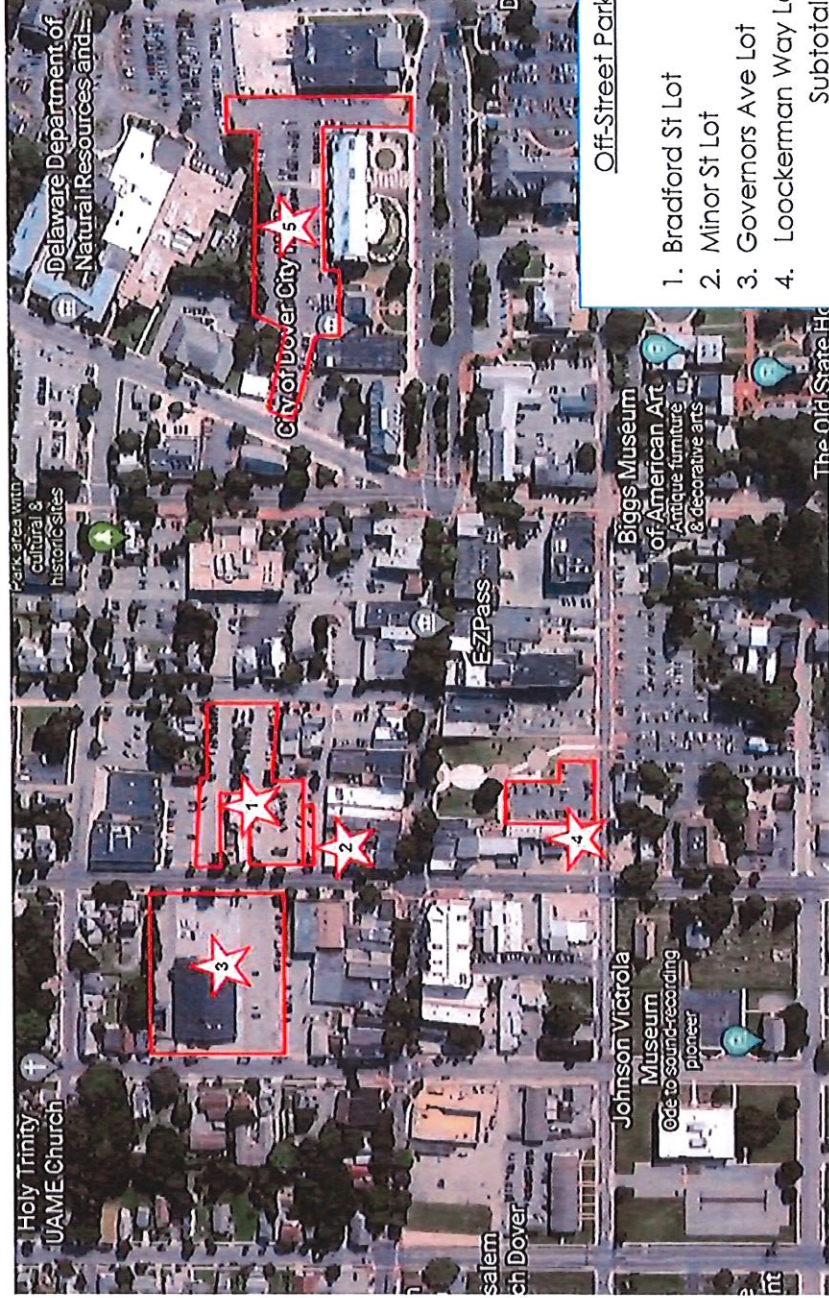
Downtown Dover parking program will be finalized and sent out for bid from qualified vendors with features including:

- Pay-by-Plate
- Accept Cash & Credit Card Payments
- Interface with Parking Apps for Payment
- Integrated Parking Program Enforcement Tools
- Solar Powered



Downtown Dover Parking Management Plan

Off-Street Parking



Off-Street Parking Spaces

1. Bradford St Lot	112-spaces
2. Minor St Lot	8-spaces
3. Governors Ave Lot	100-spaces
4. Loockerman Way Lot	<u>35-spaces</u>
5. City Hall/Library Lot	255-spaces
Subtotal	<u>140-spaces</u>
Total	395-spaces

Downtown Dover Parking Management Plan



Off-Street Parking Management Options

1. No Equipment
2. Multi-Space-Meter (MSM)
 - 2a. MSM with a Manual "LOT FULL" Sign
 - 2b. MSM with Loop Count System
 - 2c. MSM with License Plate Recognition (LPR) Count System
3. Full Parking Access and Revenue Control System (PARCS) including gates

Downtown Dover Parking Management Plan



Off-Street Parking Management Options

1. No Equipment

ParkMobile payment for Hourly Customers. ParkMobile would be given a maximum “inventory” of hourly spaces to sell. Once the maximum number is sold, ParkMobile would not allow additional sales until existing parking sessions expire.



Downtown Dover Parking Management Plan



Off-Street Parking Management Options

2. Multi-Space-Meter (MSM)

A MSM has the ability to limit the number of parking sessions and determine when to stop selling hourly parking, similar to ParkMobile.



Downtown Dover Parking Management Plan



Off-Street Parking Management Options

2a. MSM with a Manual “LOT FULL” Sign

An MSM has the ability to limit the number of parking sessions and determine when to stop selling hourly parking. Enforcement staff would turn a “LOT FULL” sign on and off based on physical lot counts.



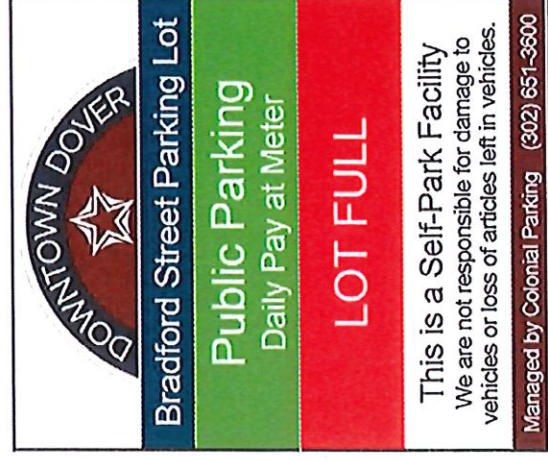
Downtown Dover Parking Management Plan



Off-Street Parking Management Options

2b. MSM with Loop Count System

An MSM has the ability to limit the number of parking sessions and determine when to stop selling hourly parking. A loop count system would count the total cars in and out of the lot and trigger the “FULL” sign automatically based on total lot count.



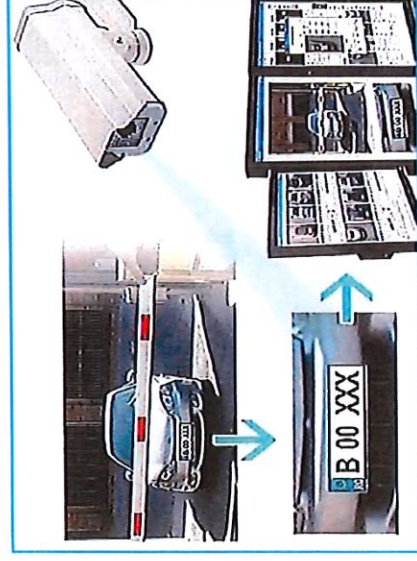
Downtown Dover Parking Management Plan



Off-Street Parking Management Options

2c. MSM with License Plate Recognition (LPR) Count System

LPR could count cars and control the “LOT FULL” sign. An LPR System can integrate with the MSM to allow counting of Permit and Hourly Customers independently.



Downtown Dover Parking Management Plan



Off-Street Parking Management Options

3. Full Parking Access and Revenue Control System (PARCS) including gates

A PARCS system would provide full control to efficiently manage the Parking Facility.



Downtown Dover Parking Management Plan



Off-Street Parking Management Options Matrix

Option	Description	Est. Cost	Pros	Cons
1	No Equipment, Park/Mobile only	\$0	<ul style="list-style-type: none"> Provides unrestricted access to Lot No additional investment 	<ul style="list-style-type: none"> Limited control Inefficient space utilization Negative customer experience - Full Lot Mobile Payment ONLY
2	MSM	\$7,500	<ul style="list-style-type: none"> Provides unrestricted access to Lot Accepts coin, credit & mobile pay Familiar payment system 	<ul style="list-style-type: none"> Limited control Inefficient space utilization Negative customer experience - Full Lot
2a	MSM with a manual sign	\$17,500	<ul style="list-style-type: none"> Provides unrestricted access to Lot Accepts coin, credit & mobile pay Familiar payment system Better customer experience - Full Lot 	<ul style="list-style-type: none"> Limited control Inefficient space utilization Sign won't prevent access to lot Manual sign change required
2b	MSM with a count system & sign	\$32,500	<ul style="list-style-type: none"> Provides unrestricted access to Lot Accepts coin, credit & mobile pay Familiar payment system Better customer experience - Full Lot Automatically activates "LOT FULL" sign 	<ul style="list-style-type: none"> Limited control Inefficient space utilization Sign won't prevent access to lot Loop counts unreliable
2c	MSM with an LPR count system & sign	\$57,500	<ul style="list-style-type: none"> Provides unrestricted access to Lot Accepts coin, credit & mobile pay Familiar payment system Better customer experience - Full Lot Automatically activates "LOT FULL" sign Efficient space utilization Detailed parking data captured 	<ul style="list-style-type: none"> Limited control Sign won't prevent access to Lot Significant investment
3	Full PARCS with gates	\$95,000	<ul style="list-style-type: none"> Accepts cash, credit & mobile pay Better customer experience - Full Lot Automatically activates "LOT FULL" sign Space for Permit and Hourly Customers Detailed parking data Easy & flexible validations 	<ul style="list-style-type: none"> Restricts access to Lot Significant investment

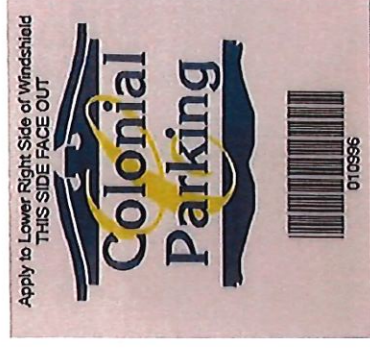
Downtown Dover Parking Management Plan



Off-Street Permit Parking Management

Colonial Parking will issue a vehicle credential that will be placed in the windshield of Permit Customer's vehicles.

Colonial enforcement staff will be able to scan the barcoded credential to confirm the credential is valid for parking at the DDP Off-Street Parking Facilities.



Downtown Dover Parking Management Plan



Hours of Operation

Monday – Friday 10:00AM until 6:00PM
Unattended Saturday, Sunday & Holidays

The Hours of Operation are designed to allow for parking without fee:

1. For deliveries to businesses in the morning (prior to 10:00AM),
2. For activities in the evenings, weekends & holidays,
3. For Downtown Residents who park in the evening and overnight.

Downtown Dover Parking Management Plan



Parking Fees

On-Street Parking

\$0.25 / 15-minutes
(\$1.00 / hour)
limit 2-hours

Off-Street Parking (Lots)

Transient (Daily)
Limited 1-Hour FREE
in designated spaces on
Governors Avenue Lot
\$1.00 / hour
\$5.00 Daily Max.
Contract (Monthly)
\$30.00/month

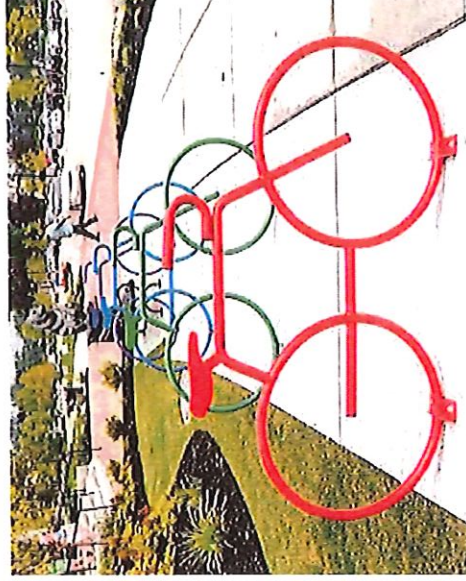
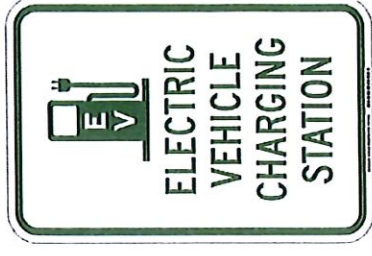
Downtown Dover Parking Management Plan



Parking Facility Amenities

Implement amenities in the Bradford Street Parking Lot now:

- Electric Vehicle (EV) Charging
- Bicycle racks



Downtown Dover Parking Management Plan



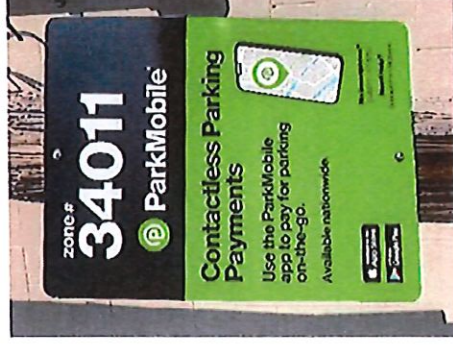
Return to Normal Parking Operations Tuesday, September 7, 2021

Off-Street Parking

- Parking fees will resume for the Bradford St. Lot, Governor's Ave. Lot and Lookerman Way Lot.
- Parking charges will be collected through the ParkMobile app in a pilot program.
- Daily parking fees - \$1.00 per hour up to \$5.00 for all-day.
- Enforcement of monthly permits and ParkMobile payments in the off-street lots will resume.

On-Street Parking

- The existing 2-hour limit will be enforced by the city.





Downtown Dover Parking Management Plan

Questions?



Downtown Dover Parking Management Plan

For additional information visit the
Downtown Dover Partnership
website at:

[https://www.DowntownDover
Partnership.com/ddp/parking-
downtown/](https://www.DowntownDoverPartnership.com/ddp/parking-downtown/)





OPEN HOUSE

- **Parking Survey Results Overview**

(Survey administered March 2021)

- **Excerpts of Parking Management Plan**

Comprehensive Downtown Dover Parking Solution

Wednesday, August 11

4:30—6:30 p.m.

Community Room of the Library

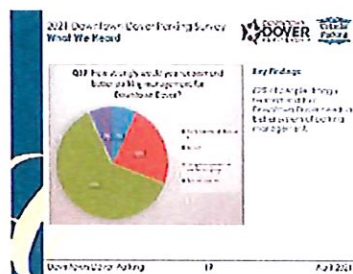
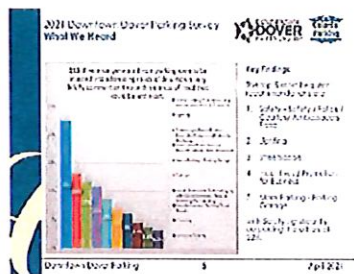
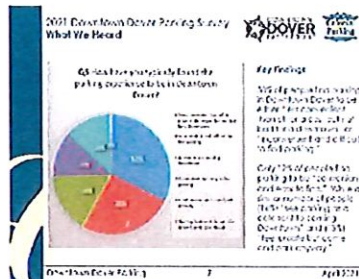
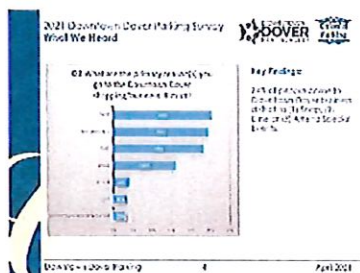
[Tinyurl.com/DoverParkingSolutions](https://tinyurl.com/DoverParkingSolutions)



Downtown Dover Parking Management Plan



The Downtown Dover Partnership (DDP) - Colonial Parking team launched a survey in March 2021 which asked about parking behaviors, parking conditions and ideas for future improvements to parking in Downtown Dover. This is a sample of some of the key survey results.



Conclusions: Based on "What We Heard" from the 2021 Downtown Dover Parking Survey we have determined the following:

- The Goal of the DDP Parking Committee is to make Downtown Dover a better place for visitors, and an environment for merchants, business owners, property owners and the downtown community to thrive.
- Downtown Dover has a limited number of parking spaces and even with modest activity due to the pandemic there appears to be a lack of parking.
- As activity returns and new investment is made in Downtown Dover parking will become even more scarce, making it important to manage these scarce resources.
- Develop a comprehensive Parking Management Plan with the goal of creating more efficient parking to implement when the recovery from the pandemic is more certain.
- Continue to engage the public in the development of the parking management plan.

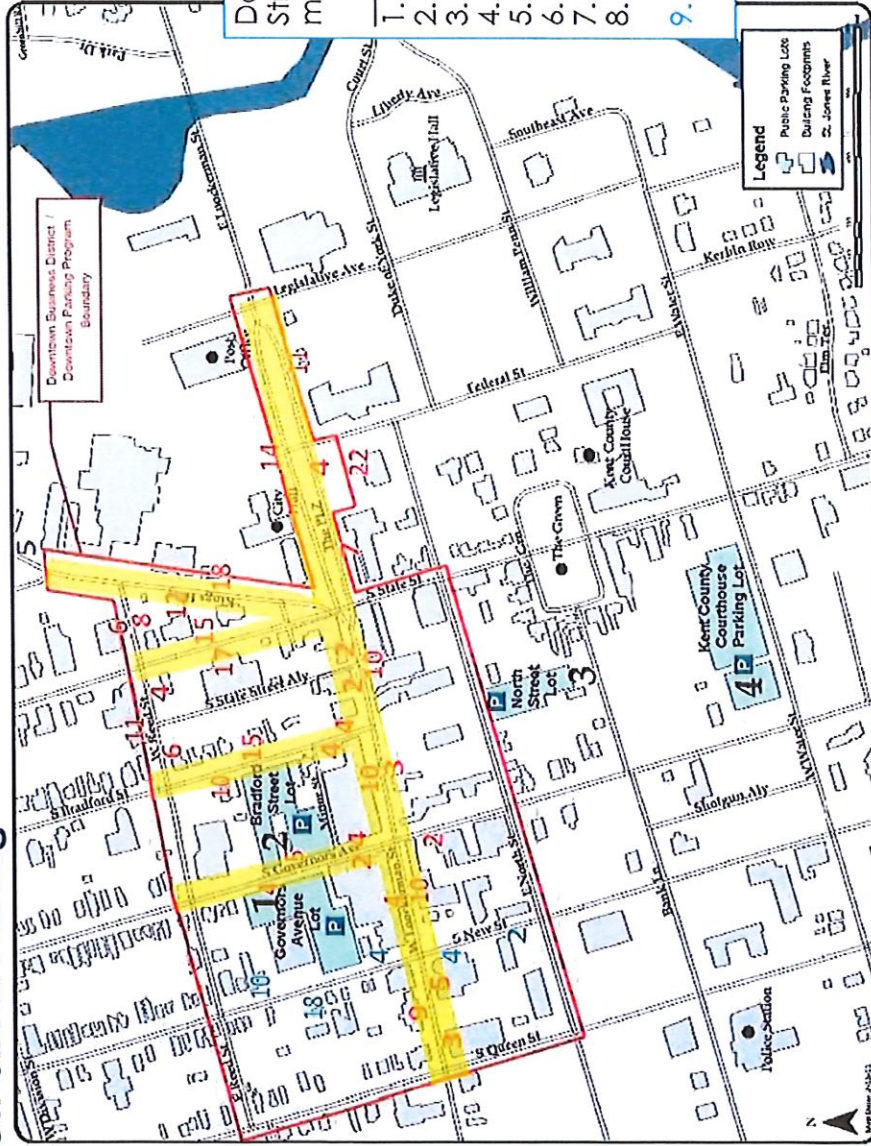
For additional information or to see the complete survey results visit the Downtown Dover Partnership website at:

<https://www.DowntownDoverPartnership.com/ddp/parking-downtown/>



Downtown Dover Parking Management Plan

On-Street Parking



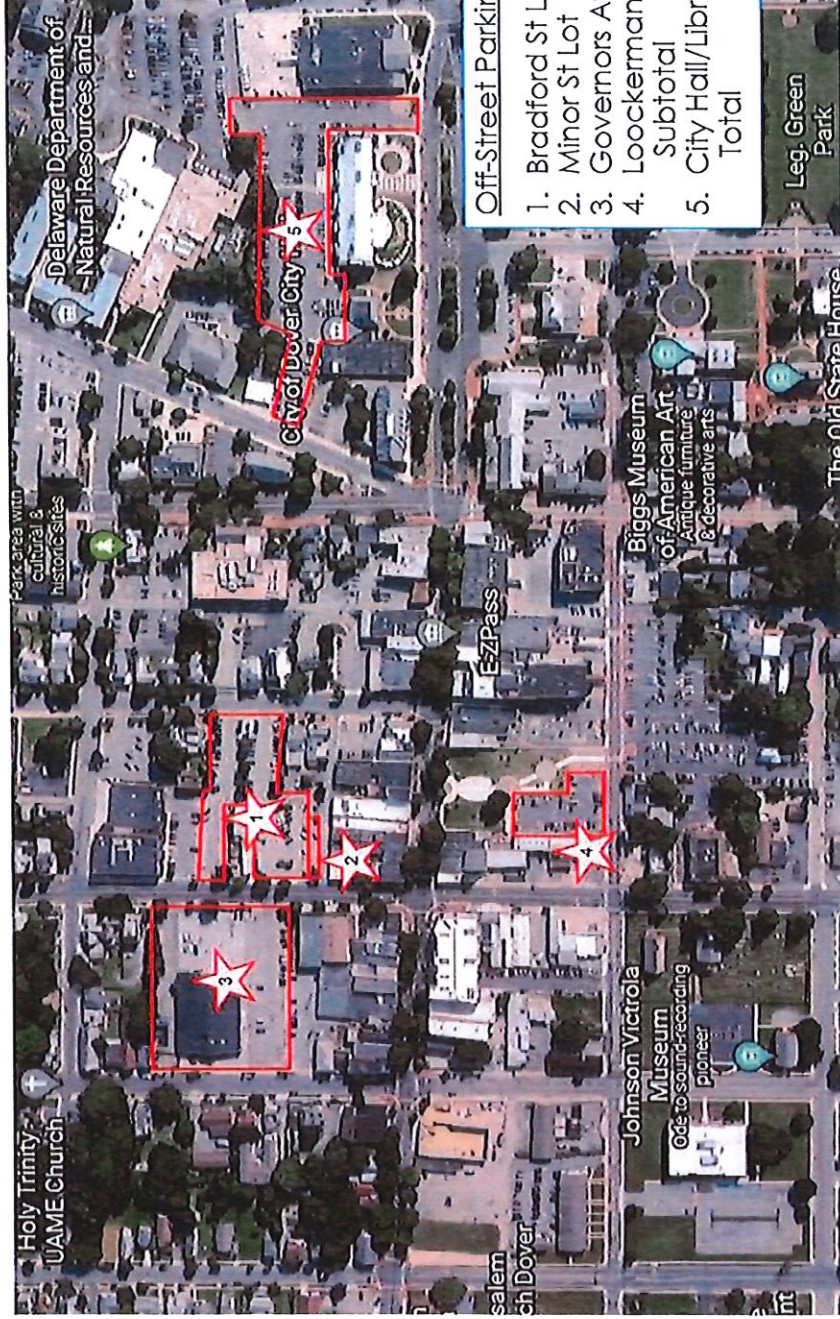
Downtown Business District On-Street Parking Inventory (noted on map in **RED**)

Block	# of spaces
1. Queen St	0
2. Governors Ave	17
3. Bradford St	33
4. State St	32
5. Kings Highway	30
6. Lockerman St	116
7. W Reed St	35
8. W North St	0
Subtotal	263
9. New St	38
Potential Total	301



Downtown Dover Parking Management Plan

Off-Street Parking



Off-Street Parking Spaces

- | | |
|--------------------------|------------|
| 1. Bradford St Lot | 112-spaces |
| 2. Minor St Lot | 8-spaces |
| 3. Governors Ave Lot | 100-spaces |
| 4. Lookerman Way Lot | 35-spaces |
| Subtotal | 255-spaces |
| 5. City Hall/Library Lot | 140-spaces |
| Total | 395-spaces |



Downtown Dover Parking Management Plan

Off-Street Parking Management Options Matrix

Option	Description	Est. Cost	Pros	Cons
1	No Equipment, ParkMobile only	\$0	<ul style="list-style-type: none"> Provides unrestricted access to Lot No additional investment 	<ul style="list-style-type: none"> Limited control Inefficient space utilization Negative customer experience - Full Lot Mobile Payment ONLY
2	MSM	\$7,500	<ul style="list-style-type: none"> Provides unrestricted access to Lot Accepts coin, credit & mobile pay Familiar payment system 	<ul style="list-style-type: none"> Limited control Inefficient space utilization Negative customer experience - Full Lot
2a	MSM with a manual sign	\$17,500	<ul style="list-style-type: none"> Provides unrestricted access to Lot Accepts coin, credit & mobile pay Familiar payment system Better customer experience – Full Lot 	<ul style="list-style-type: none"> Limited control Inefficient space utilization Sign won't prevent access to lot Manual sign change required
2b	MSM with a count system & sign	\$32,500	<ul style="list-style-type: none"> Provides unrestricted access to Lot Accepts coin, credit & mobile pay Familiar payment system Better customer experience – Full Lot Automatically activates "LOT FULL" sign 	<ul style="list-style-type: none"> Limited control Inefficient space utilization Sign won't prevent access to lot Loop counts unreliable
2c	MSM with an LPR count system & sign	\$57,500	<ul style="list-style-type: none"> Provides unrestricted access to Lot Accepts coin, credit & mobile pay Familiar payment system Better customer experience – Full Lot Automatically activates "LOT FULL" sign Efficient space utilization Detailed parking data captured 	<ul style="list-style-type: none"> Limited control Sign won't prevent access to Lot Significant investment
3	Full PARCS with gates	\$95,000	<ul style="list-style-type: none"> Accepts cash, credit & mobile pay Better customer experience – Full Lot Automatically activates "LOT FULL" sign Space for Permit and Hourly Customers Detailed parking data Easy & flexible validations 	<ul style="list-style-type: none"> Restricts access to Lot Significant investment

Downtown Dover Parking Management Plan

What is Important to you for Off-Street Parking Management?

Option	Description	Most Important	Moderate	Least Important
1	Unrestricted access to Lot			
2	Accepts coin, credit & mobile payments			
3	Familiar payment system			
4	Space availability notification to customers			
5	Maximizing the use of all spaces			
6	Easy and flexible parking validations for merchants			



Downtown Dover Parking Management Plan

What is Important to you for Investing Proceeds from the Downtown Dover Parking Management Program?

Option	Description	Most Important	Moderate	Least Important
1	Enhanced lighting			
2	Streetscapes			
3	More parking – a parking garage			
4	Safety – Safety, Police or Courtesy Ambassadors to patrol			
5	Improved signage			
6	Incentives to attract business / promotion of existing businesses			