

**New Castle City Planning Commission Parking Study Sub-Committee Meeting**  
**February 19, 2013 – 4 p.m.**  
**City of New Castle Town Hall**

Members Present: Joanne Viola, Chair  
Andrew Hayes  
Gail Seitz  
Janet Wurtzel\*

Members Absent: Jonathan Justice  
Susan Marinelli

Also Present: Heather Dunigan, WILMAPCO

\*Ms. Wurtzel joined the meeting at 4:15 p.m.

The meeting was called to order by Mrs. Viola at 4:05 p.m. Roll call followed.

A motion was made and seconded to approve the minutes of 1/22/13. Motion carried.

Mr. Simpson has resigned citing work commitments. The Planning Commission has been asked to appoint someone from that body.

Old Business

Parking Survey Update – Ms. Dunigan distributed an update of the parking survey (approx. 300). Dr. Viola and Ms. Seitz made a personal outreach to some of the museums and churches as well as businesses on Delaware Street, but it is unknown how many have submitted responses.

Dr. Viola prepared an outline of comments from the first 100 surveys (online) and an outline for our report to the Planning Commission. Both were provided to the committee and discussed. Ms. Dunigan's report includes the online responses. She gave a brief summary of some of the survey responses.

It was decided that committee members will summarize "open ended" questions. It was suggested that "quick fix" items be identified versus long-term items. Boundaries of neighborhoods would be helpful; Ms. Dunigan prefers to use street names to define neighborhoods. Mr. Hayes questioned whether responses should be correlated by neighborhood or issue. There is value in identifying neighborhoods and issues impacting same. Ms. Dunigan will sort the responses to show what issues affect what neighborhoods. She will provide a summary of multiple choice questions (thru question #32). Ms. Dunigan will provide her tabulations to the committee in the near future.

A draft outline for the report to the Planning Commission was discussed. Categories of issues (signage, markings) was mentioned. Ms. Wurtzel will summarize some of the issues from the parking inventory and Mr. Hayes will offer his input. Ms. Seitz will assist Dr. Viola in preparing an interim report for the Planning Commission.

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The inventory should be expanded to include Dobbinsville and Shawtown since the surveys revealed parking issues in those areas.

Parking Inventory – Mr. Hayes is updating the spreadsheet.

Way Finding/Signage Grant Update – This committee has identified the need to have something for maps identifying parking lots.

Three handicapped parking spaces in the City have been removed that were not being used appropriately. Dr. Viola believes the committee should be involved with the enforcement portion.

Mr. Hayes said they have started working on where signs should be located in the City and what they will look like. DelDOT is part of the process. Dr. Viola will approach the Historic Area Commission (HAC) for guidelines relating to retail signage.

There is a need to summarize issues on the survey that are related to signage. Dr. Viola plans to meet with John Lloyd, Code Enforcement Officer, to look at signs identified as problematic in the “open ended” questions.

Next Meeting – The next subcommittee meeting scheduled for Tuesday, 3/19/13, 4 p.m.

There being no further business to discuss the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Debbie Turner  
Stenographer

*(Stenographer not present at meeting; minutes prepared from recording.)*