

**MINUTES**  
**New Castle City Planning Commission**  
**Parking Study Sub-Committee Meeting**  
**May 22, 2014 – 4 p.m.**  
**City of New Castle Town Hall**

Members Present: Dr. Joanne Viola, Chair  
Lt. Adam Brams  
Gail Seitz  
Albert Vannucci\*  
Tom Whitehead

Members Absent: Andrew Hayes  
Heather Dunigan, WILMAPCO  
Jonathan Justice  
Richard Robinson, Chief, Good Will Fire Co.  
Jim Vincent

\*Councilman Vannucci joined the meeting at 4:17 p.m.

Dr. Viola called the meeting to order.

**Minutes – A motion was made and seconded to approve the amended 3/20/14 minutes. Motion approved.**

**A motion was made and seconded to approve the 4/24/14 minutes. Motion approved.**

**Communications (from residents and committee members) – None.**

**The Phase 1 Plan** – The Planning Commission recommended Phase 1A (Broad Dyke) and Phase 1D (Fort Casimir) to City Council for further study. Council passed a resolution to accept the entire Phase 1 Plan and looked at the scope the Planning Commission recommended. More conceptual sketches are needed at this time. Scope of work: prioritization of such locations, defining project scope for each location (lighting, landscaping, safety considerations, drainage, long-term maintenance costs, off-site improvements, type of surface, permitting, insurance), and identify funding.

The study to further review each Phase 1 location would involve the City Administrator, City consultants and Parking Sub-committee Chair. Dr. Viola explained Council's rationale for accepting the entire plan. Council feels the City should act in concert with the Battery Park planning process that is currently underway.

Parking enforcement is a concern – Increased enforcement is anticipated. Residents are encouraged to call the police department's non-emergency number to report infractions. The number will be advertised.

Council's resolution included Market Street signage changes and yellow line changes (on Dewey Park side).

**Separation Day Resident Entry Permit** – Council passed a resolution to try this process on a trial basis. The main goal is to help residents with access to the City during Friday night activities and activities on Saturday.

**Parking Utilization Study Plan** – Ms. Seitz reviewed a spreadsheet that was distributed to committee members involving counting parked vehicles in the downtown area and certain side streets doing hour by hour counts. The National Park Service (NPS) supports the recommendation to start counts in summer 2014. She plans to start on Thursday, 7/10/14, and Saturday, 7/12/14, and continue through the summer on Thursdays and Saturdays finishing on Saturday, 8/23/14, 10 a.m. to 7 p.m. each day. Volunteers will be solicited for the counts. NPS ambassadors and City police volunteers will join other volunteers to gain as much information as possible.

Ms. Dunigan will be asked to gather more public input about parking and cross referencing to get better data where parking issues exist or do not exist. Mr. Justice will be asked to assist with this effort. He will look at the parking regulations in the City Code to determine if they need to be upgraded.

### **New Business**

Dr. Viola wants to clarify the mission of this group and consider when we can outline a status report on priority issues and tasks still to be addressed. We developed a goals statement and guiding principles in 2012. We have satisfied many of the tasks the Planning Commission charged the committee with. Still outstanding is our review of existing policies and ordinances. The perception still exists that employees of local businesses are parking in places that visitors could use. The City needs to evaluate this issue carefully.

After discussion it was decided that an outline report will be prepared of the committee's current status and the committee's plan for a path forward. The document will be discussed at a future committee meeting.

Lt. Brams said their police volunteers could help enforce permit issues. The committee welcomes their input. Councilman Vannucci said there has been a big turnaround of residents in town resulting in a number of handicapped parking spaces being used illegally. He wants to tighten this up and asked that police volunteers be tasked with looking into this situation. Paperwork needs to be presented to the City justifying handicap spaces or they will be removed.

The floor was opened to the public. Betsy McNamara volunteered to help with counting vehicles. She reiterated concerns about people parking on the street when designated areas are in place (library, David Finney Inn). She also expressed concern with using resident parking stickers and their impact on visitors.

Roger Clark thinks any parking problems may be seasonal. There is a difference between parking on Delaware Street and other side streets and the people who park there. No timeline was attached to the Phase 1 Plan resolution adopted by City Council. He proposed picking two lots of choice to do a trial parking study before dedicating funding for parking. Dr. Viola reminded that feasibility of the locations is now in the hands of the City. Lengthy discussion followed.

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There being no further business to discuss the meeting was adjourned at 5:23 p.m.

Debbie Turner  
Stenographer

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