

**JOINT MEETING OF
DELAWARE CITY COUNCIL
AND
DELAWARE CITY SCHOOL BOARD
MONDAY, FEBRUARY 13, 2014
WILLIS EDUCATION CENTER
74 WEST WILLIAM STREET
7:00 P.M.**

AGENDA

1. Roll Call
 - A. Delaware City Schools
 - B. Delaware City Council
2. 2016 Development Update – Dave Efland, Planning and Community Development Director
3. School District Update - Paul Craft, Superintendent
4. Discussion of Items of Mutual Interest, but not limited to:
 1. Boardman Field
 2. Delaware Coalition-Request for Community Basketball Courts
 3. Safe Routes to School
 4. Entrepreneur Center
5. Tour of Willis
6. ADJOURNMENT



MEMORANDUM

TO: Mayor Riggle and Members of City Council
FROM: R. Thomas Homan, City Manager
DATE: February 9, 2017
RE: Joint Meeting of City Council and Delaware City School Board

Council last met with the Delaware City School Board in February, 2015. That meeting, like this one, included updates from Superintendent Paul Craft, and Dave Efland, Planning and Community Development Director. Much of what Dave will cover in his update can be found in the attached 2016 Annual Report. In addition to the updates, there are four items of mutual interest to discuss. Brief comment on each of these follows.

BOARDMAN FIELD

The Boardman Field discussion will center around the Northwest Neighborhood Association's (NNA) proposal for an Art Garden on this property. Attached is a project narrative and two concepts of what the park would look like, which was prepared by Ted Miller, Parks and Natural Resources Director.

Roxanne Amidon, who has been leading this initiative on behalf of the NNA, will be making a brief presentation about the project. Council will note that in the Project Concept Overview, there is a statement that the "...ongoing maintenance will be performed by the City..." While this has been discussed, the city has not agreed to it.

A similar presentation to the Parks and Recreation Advisory Board, Recreation and Special Events Sub-Committee was provided last May.

DELAWARE COALITION REQUEST FOR COMMUNITY BASKETBALL COURTS

This item concerns the Coalition's proposal for the development of community basketball courts. One of the locations the Coalition has discussed are the old basketball courts at Willis. A concept for renovating the courts at Willis has been included. Chief Pijanowski, who is part of the Coalition, will be on hand to provide an update on the project. There may also be representatives from the Coalition in attendance.

SAFE ROUTES TO SCHOOLS

See memorandum on this matter from Chief of Police Bruce Pijanowski and Public Works Director/City Engineer Bill Ferrigno. Also included is a link to the Safe Routes to School Plan and the Board of Education's motion authorizing \$10,000.00 in funding for crosswalk enhancements, which occurred at their January 9, 2017 meeting.

ENTREPRENEUR CENTER

The final discussion item will be the Entrepreneur Center. As Council is aware, one of the location being evaluated is Willis. An update on the Entrepreneur Center from Sean Hughes, Economic Development Director, is attached.



MEMORANDUM

TO: R. Thomas Homan, City Manager
FROM: David M. Efland, AICP Director of Planning & Community Development
DATE: 1/20/2016
RE: 2016 Annual Report

Attached is the 2016 Annual Report for the Planning & Community Development Department. The document highlights just some of the activity of the Department over the course of the year.

2016 was a busy year with permits, code enforcement actions, and pre-development cases all seeing significant increases. Residential permits topped 300, single family permits were the highest since 2005, and commercial permits set a record with almost 300. As the city grows and matures residential blanket permits (fences, sheds, decks, remodels, basement finishes, etc.) continued their strong trend with over 800 permits being issued. As a result of the robust permitting activity, inspections for construction projects finished the year well over 9,000 - the highest since 2005.

We anticipate a strong residential and commercial environment for the City of Delaware in 2017 as well as continued energy and activity focused in our Downtown.



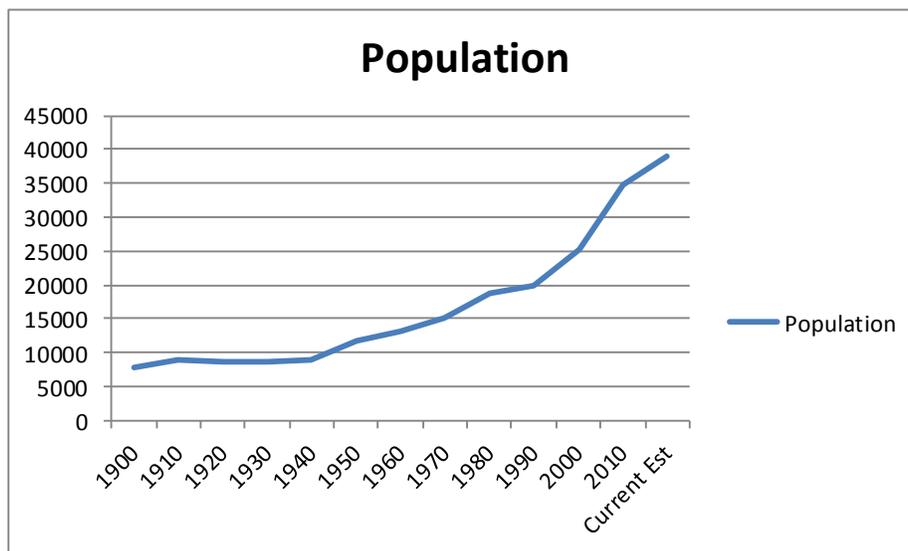
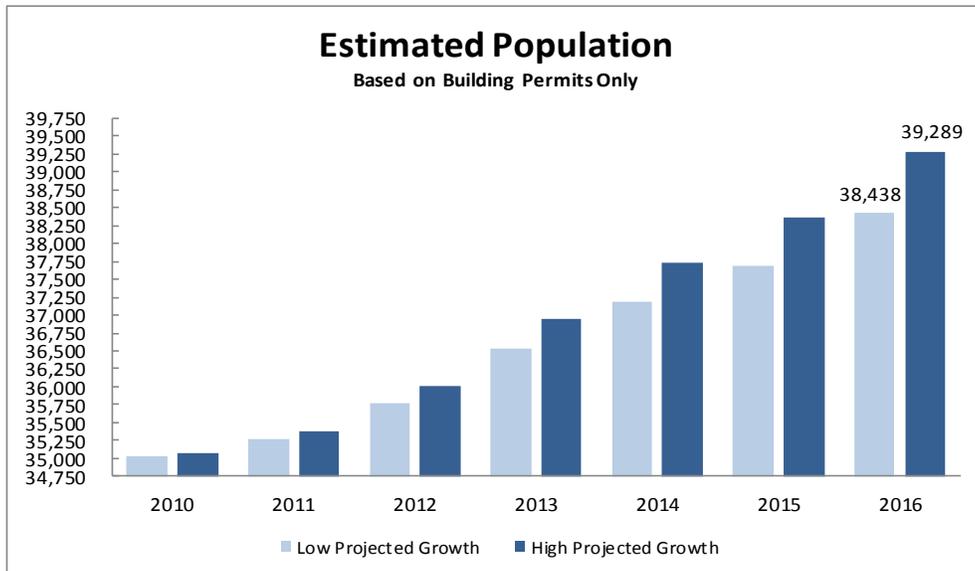
Planning & Community Development Department

2016 Annual Report

Population:

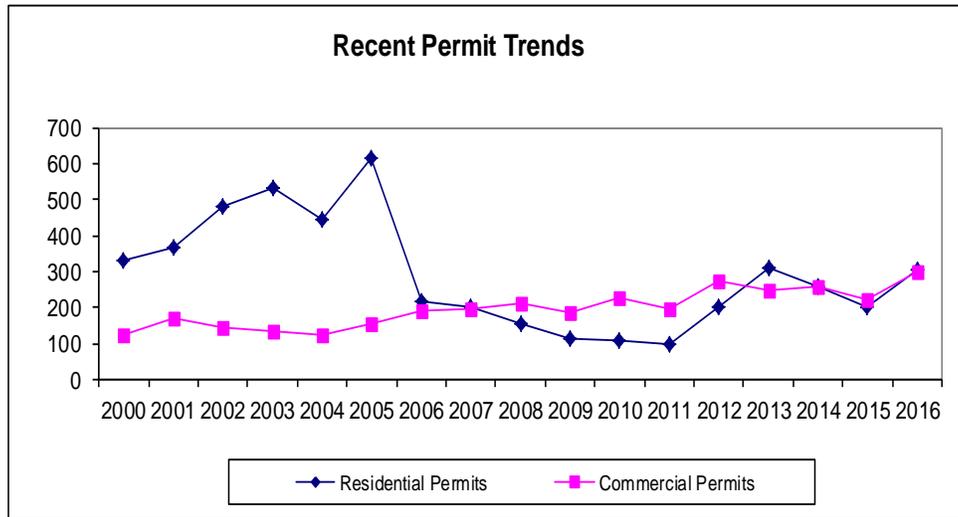
Monthly Estimate: (Low) 38,438 – (High) 39,289 – (Combined Estimate) – 38,863

2010 Census: 34,753



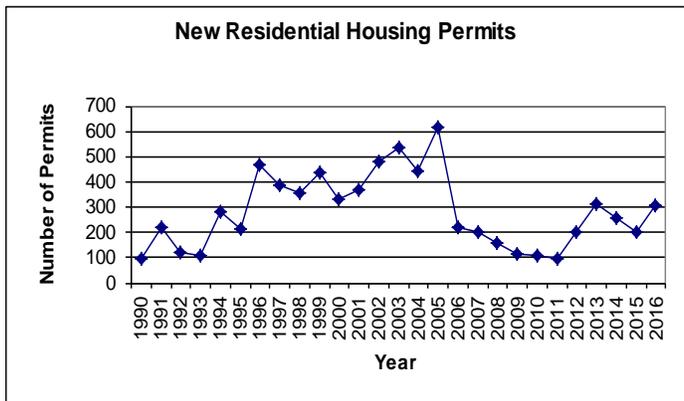
Recent Permit Trends:

	YTD
Residential	306
Commercial	298



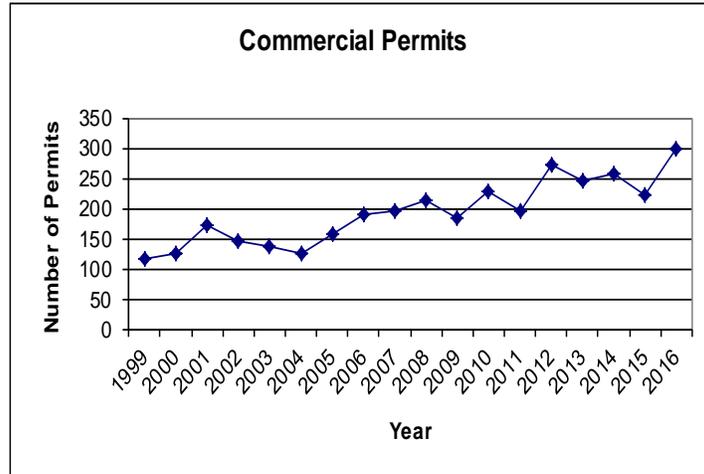
Residential Development:

	YTD
Single Family	223
Multi-Family	83
TOTAL	306

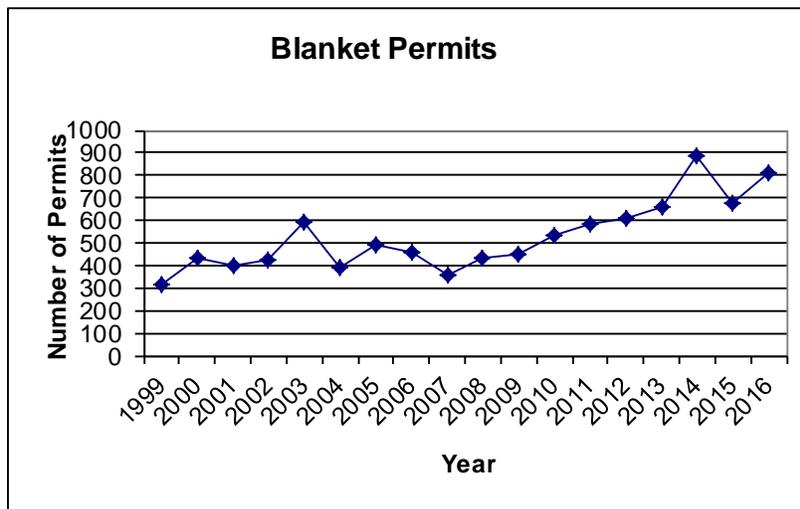


Commercial Development:

	YTD
Commercial	298



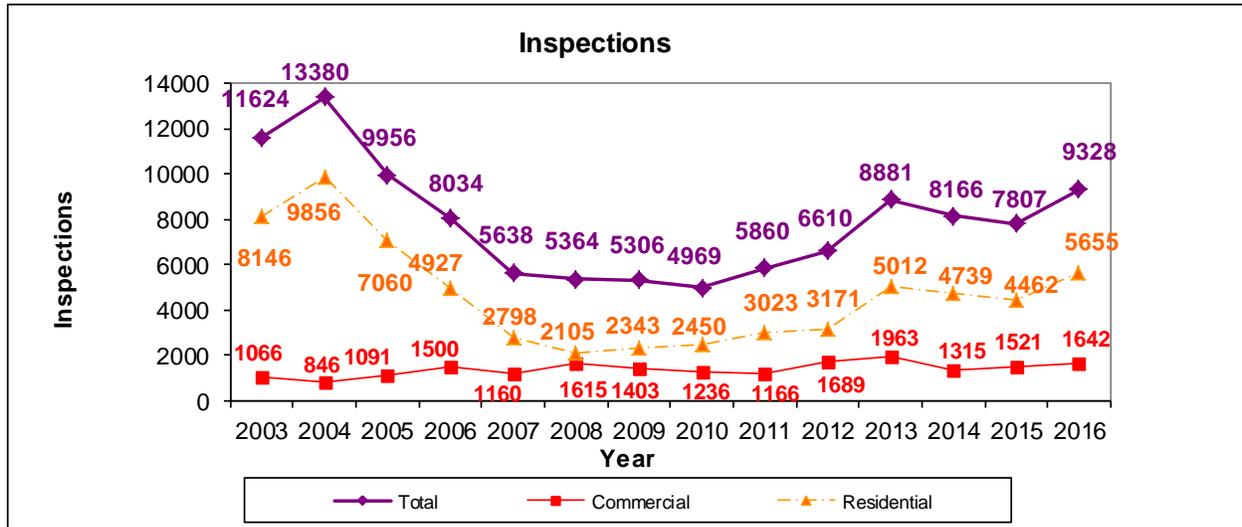
Blanket Permits:



Inspections:

Inspections include building and zoning inspections related to construction activity such as: foundations, framing, electrical, HVAC, drywall, insulation, roofing, sprinklers, etc.

	YTD
Residential Insp.	5655
Commercial Insp.	1642
Other Insp.	2031
TOTAL	9328



Code Enforcement:

Part Time Code Enforcement Officer Brad Brewer left the City in December, a few months ahead of his anticipated schedule. The Department will look to refill his position as soon as possible in 2017.

Throughout 2016, Code Enforcement has tracked the elements below. Though some previous years are shown, the tracking shown below was created this year new and in concert with the hiring of the Part Time position. Throughout 2016 Staff worked to refine and streamline the tracking process while providing pertinent information. Staff also was able to begin limited routine patrols throughout the city. In the chart below, 'Patrol' shows when a case or item was specifically found due to the patrol itself. This will help us measure the impact of patrolling vs. simply engaging in complaint driven code enforcement. Likewise, Property Maintenance shows the number of Zoning/other investigations that were specifically property maintenance related. Overall, the results of increasing staff capacity in the last quarter of 2015 can easily be seen in the chart, combined with the increasing population and overall size and complexity of the city. Until a part time officer can be brought back on board, routine patrols will be suspended in 2017 and it should be expected that overall numbers of actions will be reduced as a result of loss of capacity.

	January	February	March	April	May	June	July	August	September	October	November	December	Year-To-Date	2014	2015	2016
Patrol				40	0	8	0	2	1	28	9	5	93	0	0	93
Trash/Rubbish investigations:	33	66	63	69	14	23	13	21	16	28	18	27	391	104	218	391
Weeds/Grass investigations:	0	0	0	17	105	38	20	33	24	9	1	0	247	164	224	247
Zoning/Other investigations:	23	48	14	33	27	37	22	35	17	26	19	20	321	263	295	321
Property Maintenance:	4	11	4	16	7	10	2	8	2	10	2	1	77	36	38	77
Posting of properties:	5	8	13	5	12	7	1	3	0	3	5	3	65	16	35	65
Signs removed from right-of-way:	89	33	29	31	29	19	20	97	54	72	148	7	628	n/a	n/a	628
Possible junk/inoperable cars reported to DPD:	0	17	16	11	6	2	0	1	0	3	4	4	64	n/a	31	64
Public requests for information (requiring research & response other than CE):	9	8	2	0	0	0	0	1	6	2	6	3	37	21	38	37
Outside Department assists:	3	1	1	0	4	0	0	0	1	2	0	6	18	n/a	3	18
Tenant / Landlord Fairhousing Dispute												1	1			
Total CE Actions	162	181	138	166	197	126	76	191	118	145	201	71	1772	568	844	1771

Planning & Community Development 2016 Annual Report

2016 CE Patrol Status	January	February	March	April	May	June	July	August	September	October	November	December
Ward 1 - Area A				X							X	
Ward 1 - Area B				X							X	
Ward 2 - Area A			X							X		
Ward 2 - Area B			X							X		
Ward 2 - Area C			X						X			
Ward 3 - Area A		X							X			
Ward 3 - Area B		X						X				
Ward 3 - Area C			X					X				
Ward 4 - Area A		X			X							IP
Ward 4 - Area B		X				X						IP
Ward 4 - Area C		X				X						IP

X= Completed; IP= In Progress

Note: Wards have been divided into workable geographic areas for patrol purposes based upon resources available (e.g. Ward 1 – Area A, Area B, etc.).

Condemned & Demolished Properties

The following properties are in the process of being rehabbed, condemned, or demolished.

#	Address	Status
1	250 E Central Ave.	4/6 – Taken to court. Court gave owner 90 day grace period to work on the property. 7/8/16 – Scheduled for court on 7/8. 8/3 – Court gave owner additional time; to be determined. 8/18 – Court gave owner until October. 9/30 - We requested an extension until December 21 1/3/17- Bank takes possession on January 5. City will condemn later in January
2	32 Colfret Ct.	7/20/2015 - Condemned – Chase Bank will make repairs 7/8/16 – No response from Chase. Asbestos survey performed & moving towards demolition. 10/31 - Waiting on grant approval from the State. 11/30 – State Approval Received waiting on PO 01/3/17- Demolished
3	24 David St.	7/8/16 – Asbestos survey performed & moving towards demolition 8/3 – Getting demolition estimates 9/30 - Received demo estimates waiting on a decision due to budget on how to proceed 10/31 - Waiting on grant approval from the State. 11/30 – State Approval Received waiting on PO 1/3/17-Demolished

4	1 Flax St. & 15 Flax St.	Same owner – owner appealing demolition orders. 7/8/16 – Slow progress by owner. 9/30 – City staff met with the contractor and performed a walk though. Planning & Development staff need to discuss to determine how to proceed 11/1/16 - Performed final building inspections, approved 1/3/17-Completed, agreement made with the city
5	21 Hoyt St.	Getting demolition estimates. 7/8 – Asbestos survey scheduled & moving towards demolition. 8/3 – Getting demolition estimates 9/30 - Received demo estimates waiting on allotted time for public notice per the grant guidelines. 10/31 - Waiting on grant approval from the State 11/30 – State Approval Received waiting on PO 1/3/17-Scheduled to be demolished later in January
6	68 High St.	Voluntary demo & fire training planned. 7/8/16 – Asbestos survey scheduled & moving towards demolition. 9/30 - Received demo estimates waiting on allotted time for public notice per the grant guidelines. 10/31 - Waiting on grant approval from the State 11/30 – State Approval Received waiting on PO 1/3/17-Demolished
7	72 High St.	Voluntary demo & fire training planned. 7/8/16 – Asbestos survey scheduled & moving towards demolition. 9/30 - Received demo estimates waiting on allotted time for public notice per the grant guidelines. 10/31 - Waiting on grant approval from the State 11/30 – State Approval Received waiting on PO 1/3/17-Demolished
8	9 Orchard Hts.	Foreclosed. 5/6/16 – Condemned. The bank filed a motion to cancel the Sheriff Sale because the owner is being considered a “work out”. 7/8/16 – Scheduled for Sheriff sale on 8/3/16 8/15/16 – Sold at Sheriff sale – close pending
9	34 Prospect St.	In probate. 7/8/16 – Still in probate 9/30 - Probate and estate settled, receiving letter from attorney as to the demolition time and who the reimbursement check for the fire deposit is to be made out to. 10/31/16 demolition completed

10	93 ½ Spring St.	Owner is in the process of notifying OWU. 10/31 - Sent notice to property owner to demo, obtaining estimate to board up from Sargent 1/3/17- Moving forward with demolition
11	261 E Winter St.	Owner recently passed away. Waiting to hear from attorney regarding daughter & estate. 5/6/16 – Condemned. 7/8/16 – Asbestos survey scheduled & moving towards demolition. 8/3 – Getting demolition estimates 9/30 - Received demo estimates waiting on a decision due to budget on how to proceed 10/25/16 - Obtained P.O. for asbestos and demolition, Asbestos abatement 1/3/17- Demolished
12	147 London Rd.	6/22/2016 – Condemned. 7/8/16 – Asbestos survey scheduled & moving towards demolition. 8/3 – Getting demolition estimates 8/15 – Owner in negotiation to sell property. 9/30 - Received demo estimates waiting on a decision due to budget on how to proceed 10/31 - Waiting on PO 1/3/17-Demolished
13	240 London Rd.	6/22/2016 – Condemned. 9/30 - Met with Habitat at the site, they want to purchase the property, and will determine how to proceed after asbestos survey is complete. 10/31 - Habitat negotiating to purchase 1/3/17 -Habitat is negotiating purchase with family
14	419 S Sandusky St	6/24/2016 – Condemned. 8/3 – Filing court papers 9/14 – Owner states he will be making repairs. 9/30 - In court Jury Trial set for October 4 10/31 - Final Oral hearing 11/14/16, 11:00AM 1/3/17- In compliance, closed
15	198 & 200 N Sandusky	8/3 – Filing court papers 9/30 - Jury trial set for October 4 10/31 - Oral Hearing 12/16/16, 1:30PM 1/3/17- Continuation in court, work will be done. Court date in February
16	208 N Sandusky St	8/25 – Filing court papers, 9/30 - Plead not guilty and jury trial set for November, 10/31 - No show 11/2/16, court date rescheduled

**Planning & Community Development
2016 Annual Report**

		1-3/17-Court continuation
17	187 S Washington	8/17 – Condemnation due to no water service mailed. 9/30 - Property was condemned, tenant vacated, and owner is paying on water bill. 10/31 - Owner made arrangements to pay bill Condemnation released.
18	68 Maple	8/24 –Condemned 9/30 - Owner vacated, property owner dealing with cockroach infestation, painting, and cleaning up the property. 10/31 - Property owner exterminated, painted and cleaned property, case closed
19	211 E Central Ave	8/31 – Condemned 9/30 - Owner removed kitchen and the floor system and is rebuilding 10/31 - Case closed property owner replaced floor system.
20	29 Kurrley St.	9/21 – Filing court papers 10/24 – Plead no contest 1/3/17-Fined, additional charges will be filed for zoning violation, structure without permit
21	143 Firestone Dr.	9/21 – Filing court papers 10/24 – Plead no contest 1/3/17- Fined, permit on file
22	246 Tudor Dr.	9/21 – Filing court papers 10/24 – Plead no contest 1/3/17 –No compliance, hearing pending

Grants

The Downtown Façade Grant continued a strong 2016 featuring 6 projects with a more limited budget than past years.

<p>CDBG ED REVOLVING LOAN FUND DOWNTOWN FAÇADE IMPROVEMENT PROGRAM (DFIP) 2012 - 2016 Projects</p> <p>City of Delaware Department of Planning & Community Development David M. Efland, Director 740-203-1600 www.delawareohio.net</p>	
1	16 North Sandusky Street: Hamburger Inn Diner
2	9 East William Street: Upper Cut Barber Shop
3	9 North Union Street: Delaware Cab Company
4	17-19 North Sandusky Street: DPS Antiques & Collectibles
5	94 North Sandusky Street: Rodman Office Building
6	88 North Sandusky Street: Maryhaven / Little Sheeps Daycare
7	23-25 West Winter Street: The Fundamentals Bookstore
8	18-20 West William Street: The 1820 Collective Salon - 2016
9	18 North Sandusky Street: Delaware Antique Mall
10	82 North Franklin Street: Gordon Law Office
11	31 West Winter Street: Staas Brewing Company
12	9 North Union Street: Richard Green, Owner
13	6 South Sandusky Street: Amato's Woodfired Pizza
14	1 North Sandusky Street: Barley Hopsters Beer Culture
15	19 South Franklin Street: Ollie's Fine Ice Cream
16	34 North Sandusky Street: Delaware Vision Care
17	4 West Winter Street: NorthPoint Financial Planning - 2016
18	21 West Central Avenue: Dawson, Disantis, & Myers
19	68 North Sandusky Street: Price Realty
20	60 North Sandusky Street: Fidelity Federal Savings & Loan Association
21	80 North Sandusky Street: Moose Lodge #1167
22	24 West William Street: Lawrence Law Office - 2016
23	8 North Sandusky Street: The Toujours Building - 2016
24	6 North Sandusky Street: The Bare Bowl Building - 2016
25	50 North Sandusky Street: Manos Martin & Pergram Company, LPA - 2016

**TOTAL INVESTMENT IN HISTORIC DOWNTOWN DELAWARE
IN LAST 5 YEARS: \$800,000**

In 2016, the six (6) businesses designated above took advantage of the Downtown Grant Program, committing an additional \$65,509 of grant funds matched with \$74,510 of local business funds

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ALLOCATION PROGRAM		
PY15	Ann/Kurrley Street Repaving	Perform grant closeout with Engineering.
	Fair Housing Program	Trainings and outreach completed.
PY16	W Harrison/Moore Street Repaving	Perform Environmental Review to release funds for use
	Fair Housing Program	5 trainings and 10 outreach mailings scheduled
PY17	Rheem/Wade Street Repaving	Set 1 st public hearing Feb/Mar 2017
PY17	Community Development Implementation Strategy (CDIS)	Solicit community/agency input and set public meeting Feb/Mar 2017
PY15 COMMUNITY HOUSING IMPACT & PRESERVATION PROGRAM (CHIP)		
1	Home Repair Assistance	14 cases completed totaling \$117,721. 8 County/6 City
2	Habitat for Humanity Homes	1 Constructed, 1 in Progress
3	Tenant Based Rental Assistance	33 Families Assisted. Expires 10/31/2017
ED REVOLVING LOAN FUND (RLF) AND RLF WAIVER PROJECTS		
1	Loan Projects	Precision Tower Products-under construction
2	Downtown Façade Program	2016 Appropriation \$75,000; \$65,509 committed/ expended on 6 projects. Since 2012, \$361,614 grant funds matched with \$446,867 local funds for \$808,481 total investment. Reference attached chart.
2(a)	CDBG Downtown Building Conditions Survey	Preliminary data collected for State-mandated prerequisite survey to expand downtown grant target area to East Side Historic District area.
3	Downtown Wayfinding Implementation	Phase 1: Installation work completed.
4	Wayfinding Plan (Studio Graphique)	Phase 2: Final plan nearing completion
5	CDBG Street Repaving	Completed. Required match for Ann/Kurrley Repaving
6	Blighted Property Demolition	Coordinated with State & Chief Building Official for demolition of 5 properties: 21 Hoyt, 68 High, 72 High, 32 Colfret, 24 David
7	RLF Administration	Staff administration/management of waiver project activities.



Boardman Art Garden

Uniting Culture, History and Community

May 2016

Project Concept Overview

The 2.2 acre green space located along Winter, Catherine and William Streets, will be available for development in the summer of 2017. The neighbors and members of the Northwest Neighborhood Association envision the next evolution of this space as a passive park.

A passive park is one that does not have facilities for exercise or organized play, rather a green space with nature trails and benches. In this interpretation, the goal is to infuse the park with various and rotating art installations, as well as diverse horticulture, for added beauty and ongoing points of interest.

The area has several features that make this space appropriate for a neighborhood passive park:

- First, it is located along the perimeter of the Northwest Neighborhood and adjacent to Ohio Wesleyan University along William St. That location bridges the gap between the two, and would provide neighborhood curb appeal as a gateway into the historic Northwest District;
- Second, as the former site of a 1904 multi-story stone elementary school, it is believed the ground cannot be significantly disturbed (no buildings can be erected without asbestos and lead abatement);
- Third, the Delaware Run traverses the southern fifth of the green space and uncovering the creek may provide an attractive water feature;
- Fourth, there is a small outbuilding that has water, sewer and electricity for patrons of the park;
- Fifth, there is on-street parking on two sides of the location;
- Sixth, public recreation facilities are found within 2-3 blocks at Blue Limestone Park and Willis middle school (available in 2017).

Key characteristics of the envisioned park include:

- arched entryways from Winter, William and Catherine Streets
- natural barriers (hedges and trees) for sound deadening, fencing and visual calming
- winding paths with points of interest, artistic benches, small tables and low down-lighting
- open / day-lighted Delaware Run creek with gently sloping low banks and bridges to traverse the water feature
- a small covered stage or platform for performance art
- low maintenance, irrigated, natural gardens with four season color in the vegetation and unique plant varieties; including those that would attract birds, bees, bats and other wildlife
- permanent, temporary and natural art - selected from a variety of sources that are unique, yet complementary, to current art installations in Delaware
- renovation of the public restroom with solar power and other modern amenities
- artistic renderings of important and historical figures of Delaware

Funding for this development project will be through donations, grants, fund raisers and other means collected by the Northwest Neighborhood Association. Ongoing maintenance will be performed by the City of Delaware. Ownership of the property will be worked out between the Delaware City School Board and the City of Delaware.

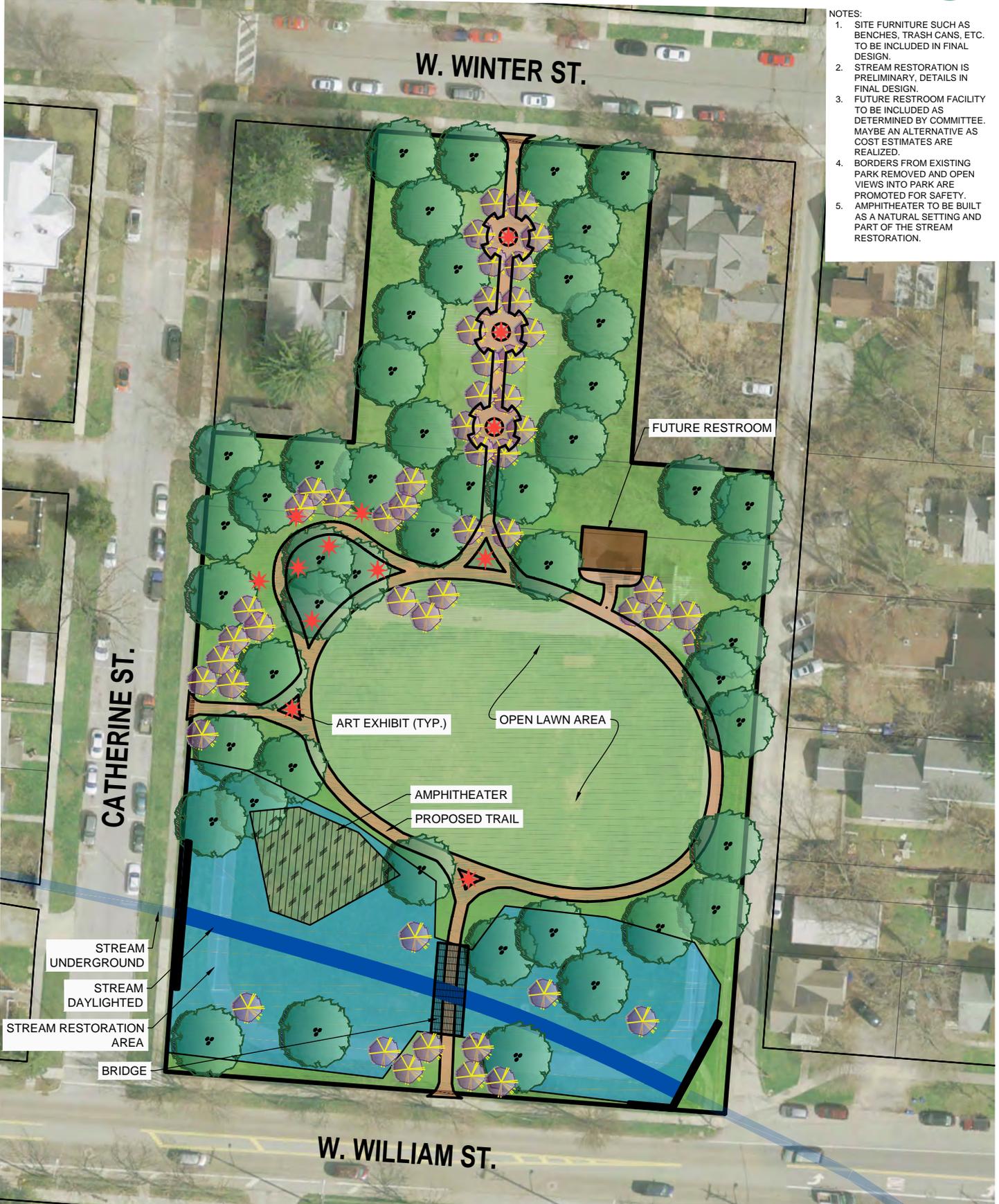
Contact:

Roxanne Amidon, President, Northwest Neighborhood Association, 614-226-8744

**CITY OF DELAWARE
PARKS & NATURAL RESOURCES
BOARDMAN ART GARDEN
CONCEPT 1**



DATE: JUNE 13, 2016
SHEET SIZE: 8.5 x 11

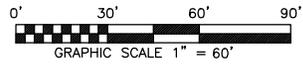


- NOTES:
1. SITE FURNITURE SUCH AS BENCHES, TRASH CANS, ETC. TO BE INCLUDED IN FINAL DESIGN.
 2. STREAM RESTORATION IS PRELIMINARY, DETAILS IN FINAL DESIGN.
 3. FUTURE RESTROOM FACILITY TO BE INCLUDED AS DETERMINED BY COMMITTEE. MAYBE AN ALTERNATIVE AS COST ESTIMATES ARE REALIZED.
 4. BORDERS FROM EXISTING PARK REMOVED AND OPEN VIEWS INTO PARK ARE PROMOTED FOR SAFETY. AMPHITHEATER TO BE BUILT AS A NATURAL SETTING AND PART OF THE STREAM RESTORATION.
 - 5.

**CITY OF DELAWARE
PARKS & NATURAL RESOURCES
BOARDMAN ART GARDEN
CONCEPT 2**



DATE: JUNE 13, 2016
SHEET SIZE: 8.5 x 11

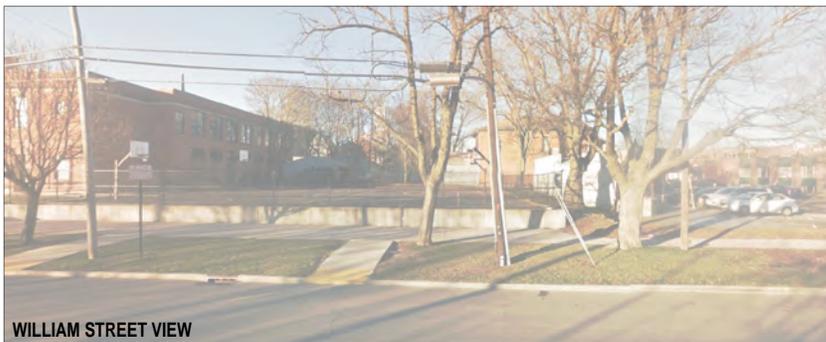
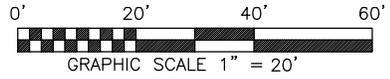


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 4. ENTRANCES WITH ARCHES AND INFORMATION KIOSK
 5. LOOP TRAIL $\frac{1}{10}$ OF MILE

- NOTES:
1. UTILIZE EXISTING COURTS WILL MINIMIZE COSTS
 2. COURT DIMENSIONS WILL LESS THAN STANDARD, WIDTH WILL BE REDUCED FROM 50' TO 45 FEET.
 3. PARKING WILL BE DIFFICULT, PEDESTRIAN ORIENTED CLOSE TO DOWNTOWN
 4. GOOD VISIBILITY FROM STREET
 5. COST ESTIMATES ARE APPROXIMATE AND WILL NEED TO BE UPDATED PER FINAL DESIGN

WILLIS SCHOOL
BASKETBALL COURT CONCEPTS

DATE: DECEMBER 7, 2016
SHEET SIZE: 8.5 x 11



WILLIAM STREET VIEW

COST ESTIMATE

DESCRIPTION	QUANT	UNIT	COST	TOTAL
LIGHTS	4	LUMP		\$34400.00
BENCHES	8	EACH	\$1000.00	\$8000.00
BASKETBALL POLES, RIMS & BOARDS	4	EACH	\$4000.00	\$16000.00
COURT PAINT	2	COURTS	\$3000.00	\$6000.00
TOTAL				\$64400.00



To: R.Thomas Homan, City Manager
From: Bruce Pijanowski, Chief of Police
Bill Ferrigno, Public Works Director/City Engineer
Re: Crosswalk Safety
Date: February 8, 2017

Crosswalk safety has been a topic of discussion for the past few years, and was brought to the forefront by the recent pedestrian crash on Troy Rd. at the Barrett Ave Crosswalk. That crash, which involved a Delaware City School student, caused several discussions and decisions in the past few weeks. This memo is a summary of the activities of both the Police Department and Public Works Department activities related to this issue.

The first discussion was prompted by a parent request to start a crossing guard program in the Schultz Elementary area. As a result, a meeting between the Police Department, School District and Health department was convened to discuss the possibilities. There were several factors to discuss, including whether the positions were paid, volunteer, or existing school staff. While a crossing guard program sounds promising, we still have some work to do in regard to liabilities, required background checks, necessary equipment and training. Additionally, given the economic climate, we have concerns on maintaining the consistency of a program, particularly if it is voluntary.

One concept that was developed was the introduction of a “walking school bus.” A walking school bus consists of a group of children being walked to school by one or more adults. A starting point is established, pick up points can be established, and parents can send their kids to school on foot knowing that there will be an adult to assist them in crossing safely, and also in assuring their overall safety. The program would address not only the crosswalk safety concern, but also some of the overall safety concerns we saw during the Safe Routes to School (SRTS) surveys about walking to school. As of this memo, the Delaware City Schools was going to approach the Schultz PTO to determine if they would be interested in being a test school for a walking school bus route.

Lighting has also been discussed, particularly in the area of Dempsey Middle School, but also during follow up discussion regarding funding available as a result of the SRTS study. During that discussion, which included the Police Department, City Schools and Public Works, we discussed some lighting concerns. As a result, the Police Department will be conducting a lighting survey at critical areas surrounding our schools. In particular, we will be identifying deficient lighting that is currently in place, as well as the potential for upgrades in certain areas. Our focus will be to ensure that pedestrians are visible to the sidewalks, and ensure clear lines of vision and lighting. Public Works has already requested a modification to the streetlight in the area of Troy and Barrett.

An additional point of the SRTS discussion was what to apply for with the SRTS infrastructure grant that is currently available. Our discussion centered on school zone Rapid Flash Beacons

(RFB), specifically in the Dempsey School area. It was felt that an application for an ODOT safety grant would be received favorably, and Public Works is already working on that. The discussion regarding SRTS grant funding resulted in a decision to pursue rear facing flashers for all city school zone warning signs. These rear flashing beacons better define the school zone, and also increase awareness that the school zone is active. Another upgrade that will be pursued is for a replacement of the internal clocks in all of the school zone signs. It is hoped that this can occur, and that a wireless system can be put in place that will allow for easier control of the signs, which will have the added benefit of being able to turn off the flashers on a weekday when school is not in session.

A final discussion resulted in the decision to review the crosswalk signage and to consider making adjustments if we do not get funding for the RFB devices.

In addition to our partnership with the City Schools in addressing these issues, The Police Department has also reached out to Representative Andrew Brenner to recruit his assistance in modifying the current state law regarding right of way in crosswalks. Currently, a pedestrian must be in the crosswalk before he or she has the right of way. This requires a pedestrian place themselves at risk in order to get the right of way. Additionally, the pedestrian only gets the right of way in the lane they are in. We will be proposing to amend the current code to assign the right of way to a pedestrian once a pedestrian is within a specified distance of a crosswalk, and to assign the right of way across the entire crosswalk, not just the lane the pedestrian is in. As of this date, we have reached out to Rep. Brenner's office three times, but have not heard back from him. This information will be updated once contact is made.

Please let us know if you would like any additional information or follow up.

Delaware City School Board
January 9, 2017

The following motion was made and seconded at the Delaware City School Board meeting held January 9, 2017.

Ms. McDaniel-Browing moved and Mrs. O'Flaherty seconded an amendment to increase the FY2017 Permanent Appropriation Resolution in the amount of \$10,000 for the District's 007-Special Trust Fund.

The intent of this increase is to make needed improvements to crosswalks near Dempsey Middle School. \$10,000 is the estimated portion for which the District will be responsible. The City will be contributing as well.

DELAWARE CITY SCHOOLS

SAFE ROUTES TO SCHOOL TRAVEL PLAN

February 2015



EST 1808
CITY OF
DELAWARE
OHIO



OHIO DEPARTMENT OF
TRANSPORTATION

SECTION 1: OUR SCHOOL(S)

1A. Identify Target Schools

School District		School Name				School Address			Grades served	
Delaware City Schools		Carlisle Elementary				746 SR 37 W Delaware, OH 43015			K-4	
Your School's Students 2013-2014										
Average Daily Student Enrollment	Black, non-Hispanic	American Indian or Alaska Native	Asian or Pacific Islander	Hispanic	Multi-Racial	White, non-Hispanic	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Migrant
490	N/A	N/A	N/A	2.9%	7.1%	87.3%	28.9%	N/A	13.6%	N/A

School District		School Name				School Address			Grades served	
Delaware City Schools		Conger Elementary				10 Channing St Delaware OH 43015-2077			PreK-4	
Your School's Students 2013-2014										
Average Daily Student Enrollment	Black, non-Hispanic	American Indian or Alaska Native	Asian or Pacific Islander	Hispanic	Multi-Racial	White, non-Hispanic	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Migrant
359	N/A	N/A	N/A	3.3%	5.3%	88.4%	41.4%	N/A	16.9%	N/A

School District		School Name				School Address			Grades served	
Delaware City Schools		Schultz Elementary				499 Applegate Ln Delaware OH 43015-4228			K-4	
Your School's Students 2013-2014										
Average Daily Student Enrollment	Black, non-Hispanic	American Indian or Alaska Native	Asian or Pacific Islander	Hispanic	Multi-Racial	White, non-Hispanic	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Migrant
522	5.2%	N/A	N/A	3.7%	7.9%	82.6%	34.4%	N/A	10.4%	N/A

School District		School Name				School Address			Grades served	
Delaware City Schools		Smith Elementary				355 N Liberty St Delaware OH 43015-1229			K-4	
Your School's Students 2013-2014										
Average Daily Student Enrollment	Black, non-Hispanic	American Indian or Alaska Native	Asian or Pacific Islander	Hispanic	Multi-Racial	White, non-Hispanic	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Migrant
376	N/A	N/A	N/A	5.5%	6.5%	85%	35.9%	N/A	10.1%	N/A

School District		School Name				School Address			Grades served	
Delaware City Schools		Woodward Elementary				200 S Washington St Delaware OH 43015-2664			PreK-4	
Your School's Students 2013-2014										
Average Daily Student Enrollment	Black, non-Hispanic	American Indian or Alaska Native	Asian or Pacific Islander	Hispanic	Multi-Racial	White, non-Hispanic	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Migrant
351	9.1%	N/A	N/A	13.4%	10.3%	65.9%	64.2%	9.7%	29.7%	N/A

School District		School Name				School Address			Grades served	
Delaware City Schools		Dempsey Middle School				599 Pennsylvania Ave Delaware OH 43015-1522			7-8	
Your School's Students 2013-2014										
Average Daily Student Enrollment	Black, non-Hispanic	American Indian or Alaska Native	Asian or Pacific Islander	Hispanic	Multi-Racial	White, non-Hispanic	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Migrant
822	3.6%	N/A	N/A	3.8%	4.9%	87.1%	37.6%	N/A	13.5%	N/A

Fifth graders are being moved back to elementary schools over the next three years from the current Willis Intermediate School and sixth graders are being moved to the Middle School in the same time frame.

*** Although not included in this STP, Delaware Christian School and St. Mary School are also located in the City of Delaware. Students at those schools could benefit from Safe Routes to School programs as well, so further evaluation of programs at these schools should be considered. ***

1B. Community Stakeholders and the Safe Routes to School Team

School Representatives:

Name	Email address	5 E Role:
Rena Schwartz, Delaware City Schools	schwarre@delawarecityschools.net	Education, Encouragement
Michael Freado, Delaware City Schools	freadomi@delawarecityschools.net	Education, Encouragement

Community Representatives:

Name	Email address	5 E Role:
Lynn Tatman	btatman@columbus.rr.com	Encouragement

Local Government Representatives:

Name	Email address	5 E Role:
Matt Weber, City of Delaware	mweber@delawareohio.net	Engineering

Education Representative:

Name	Email address	5 E Role:
Jason Abrams, Delaware City Schools	abramsja@delawarecityschools.net	Education, Encouragement
Dan Fuchs, Delaware City Schools	fuchsda@delawarecityschools.net	Education, Encouragement

Health Representatives:

Name	Email address	5 E Role:
Susan Sutherland, Delaware General Health District	ssutherland@delawarehealth.org	Education, Encouragement

Public Safety Representatives:

Name	Email address	5 E Role:
Bruce Pijanowski, City of Delaware	bpijanowski@delawareohio.net	Enforcement

1C. The lead contact for our Plan is:

Name: Jason Sherman, Director of Facilities and Transportation

Affiliation: Delaware City Schools

Phone Number: 740-833-1880

Email address: shermaja@delawarecityschools.net

Mailing address: 248 North Washington St., Delaware, Ohio 43015

Body Mass Index for Ohio's Third Grade Students

A review of the *Report on the Body Mass Index of Ohio's Third Graders*, conducted by the Ohio Department of Health, found that childhood obesity is one of the most important public health issues in Ohio with more than 30 percent of children and adolescents classified as overweight or obese. In a 2009-2010 study, it was reported that 25.7% of third grade students living in Delaware County, where the Delaware City

Schools are located, have a prevalence of being overweight or obese. A map showing the percentage of overweight and obese third graders by county can be found in **Appendix A**. Through physical activity, such as walking or biking to and from school, or educating youth about the importance of an active lifestyle, ODOT's Safe Routes to School Program hopes to foster awareness and prevention to combat this serious public health issue.

SECTION 2: OUR SRTS VISION

Our SRTS Vision:

It is the vision of the Delaware City Schools SRTS Planning Team to create a healthy and safe community for students and residents by enhancing the routes students use to walk and bicycle to school; to improve students' health by increasing the number who walk and bicycle to school; and improving the air quality around schools.

SECTION 3: CURRENT STUDENT TRAVEL – CARLISLE ELEMENTARY

- 3A. **How many students live within walking and bicycling distance of school?**
 (Distances are cumulative; meaning that “within a ½-mile of school” would include students within a ¼-mile as well.)

Carlisle Elementary:

Distance From School	Number of Students	% of Student Body
Within a ¼-mile of school	28	5%
Within a ½-mile of school	122	23%
Within 1 mile of school	316	60%
Within 2 miles of school	496	94%

Mapping student addresses. A map showing the school attendance boundary, school site and dots indicating where students live is included is **Appendix B**.

- 3B. **How many students are currently walking and bicycling to school? What are the primary walking and bicycling routes?**

Carlisle Elementary:

	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Number of students (morning trips)	5%	3%	52%	38%	2%	0%	0.5%
Number of students (afternoon trips)	6%	4%	52%	36%	2%	0%	0.5%
Primary walking / bicycling routes	West Central Ave (SR 37 W), Troy Road, Grandview Avenue, Pennsylvania Avenue						

- 3C. **Are there any school or district policies that impact students walking or bicycling to school?**

District Bus Policies

Policy: “Children living beyond the following walking limits shall be entitled to bus transportation:

- A. Kindergarten at Noon one (1) mile
- B. Kindergarten in Morning or afternoon one (1) mile
- C. Grades 1 through 6 one (1) mile
- D. Grades 7 through 12 one (1) mile

Exceptions to the foregoing limits may be made in the case of a temporarily or permanently-disabled child who has been so certified by a physician and in the case of adverse safety conditions.”

How it affects student travel modes (3-5 sentences): As written, the policy encourages students to walk and bicycle to school.

School Travel Policies

The school follows the district’s policy.

3D. School Arrival and Dismissal Process.

<p>Do school buses and parent vehicles use the same driveway for arrival and dismissal?</p> <p><input type="checkbox"/> Yes, all vehicles use the same driveway.</p> <p><input checked="" type="checkbox"/> No, there are separate driveways for family vehicles and school buses.</p>
<p>Do all students use the same entrance to the school building in the morning?</p> <p><input checked="" type="checkbox"/> Yes, all students enter the building at the same location.</p> <p><input type="checkbox"/> No, students can use different entrances.</p>
<p>Are all students released at the same time during dismissal?</p> <p><input checked="" type="checkbox"/> Yes, all students are released at the same time.</p> <p><input type="checkbox"/> No, we use a staggered release process (walkers are released first, bus riders second, etc.).</p> <p>Students who are picked up in cars, who walk or bicycle are dismissed at 3:10; students who ride buses are dismissed at 3:15.</p>
<p>Is school staff involved in either arrival or dismissal?</p> <p><input checked="" type="checkbox"/> Yes, we have school staff help students enter and exit the campus safely.</p> <p><input type="checkbox"/> No, school staff is not involved in either arrival or dismissal.</p> <p>Staff members assist with students’ safe arrival and dismissal from school outside in the parking lot.</p>
<p>Are there any adult crossing guards located along student walking routes?</p> <p><input checked="" type="checkbox"/> Yes, we have at least one adult crossing guard that helps students on their walking routes.</p> <p><input type="checkbox"/> No, we do not have any adult crossing guards serving our school.</p> <p>One adult crossing guard (a teacher) is located in the school parking lot.</p>
<p>Are there police officers that help with arrival or dismissal procedures at this school?</p> <p><input type="checkbox"/> Yes, we have at least one police officer helping direct traffic around our school.</p> <p><input checked="" type="checkbox"/> No we do not have police officers who help direct traffic around the school. There is a general police presence around the school at arrival and dismissal, but not directing traffic.</p>
<p>Are students involved in any arrival or dismissal process (i.e. student safety patrol)?</p> <p><input type="checkbox"/> Yes, we have a student safety patrol.</p> <p><input checked="" type="checkbox"/> No, we do not have a student safety patrol.</p> <p>Students are located at the doors and at the edge of the parking lot.</p>

3E. Parent Attitudes towards walking and biking

Reasons for not allowing children to walk or bicycle to school:

Distance

Amount of Traffic Along Route

Safety of Intersections and Crossings

Weather or climate

Speed of Traffic along Route

3F. **Safety Issues and Concerns.** Summarize traffic safety issues and concerns that are gathered anecdotally from the team, parents and the community at large. Record your summary in the space below in 100 words or less.

Parents commented and shared the following concerns: they do not allow their students to walk to school due to the distance they would have to walk; the volume of traffic along routes they would take; the safety of crossings and intersections along the route – Troy and Grandview, Troy and Barrett and Troy and Pennsylvania were mentioned specifically; concerns about safety in general for children; and their age. A few parents indicated that they feel comfortable letting their child walk if it is under the supervision of an adult.

Relevant traffic crashes.

There were 57 crashes involving a pedestrian or bicyclist (of any age) within 2 miles of the school (from 2011-2013).

The crashes resulted in 55 injuries and 1 fatality.

The number of crashes that involved bicycles was 26.

The number of crashes that involved pedestrians was 32.

3G. **Walking and bicycling encouragement activities at the school.** Identify and describe activities at your school that support or encourage walking and bicycling.

Activity	How it encourages walking or bicycling (1-3 sentences)
Walking School Buses (informal)	There are a few groups who parents who walk with students to school on an ad hoc basis.
Safety City sponsored by the Delaware Police Department	Incoming kindergarteners learn about general safety, as well as walking and bicycling safety over the summer
Bike Rodeo sponsored by the Delaware Police Department	Teaches students bicycling safety

SECTION 3: CURRENT STUDENT TRAVEL – CONGER ELEMENTARY

- 3A. **How many students live within walking and bicycling distance of school?**
 (Distances are cumulative; meaning that “within a ½-mile of school” would include students within a ¼-mile as well.)

Conger Elementary:

Distance From School	Number of Students	% of Student Body
Within a ¼-mile of school	59	15%
Within a ½-mile of school	112	28%
Within 1 mile of school	182	45%
Within 2 miles of school	336	84%

Mapping student addresses. A map showing the school attendance boundary, school site and dots indicating where students live is included is **Appendix B**.

- 3B. **How many students are currently walking and bicycling to school? What are the primary walking and bicycling routes?**

Conger Elementary:

	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Number of students (morning trips)	8%	2%	43%	42%	5%	0%	0.1%
Number of students (afternoon trips)	12%	2%	42%	37%	6%	0%	0.5%
Primary walking / bicycling routes	Channing Street, Central Avenue, Winter Street, William Street, Frank Street, Lake Street, Cheshire Street						

- 3C. **Are there any school or district policies that impact students walking or bicycling to school?** See Section 3C under Carlisle Elementary above.

3D. **School Arrival and Dismissal Process.**

Do school buses and parent vehicles use the same driveway for arrival and dismissal?

- Yes, all vehicles use the same driveway.
 No, there are separate driveways for family vehicles and school buses.

****Neither.** There is currently not a driveway at the school. All drop off and pick up is on street.

<p>Do all students use the same entrance to the school building in the morning?</p> <p><input type="checkbox"/> Yes, all students enter the building at the same location.</p> <p><input checked="" type="checkbox"/> No, students can use different entrances.</p> <p>Students who ride buses and who walk enter a different door than students who ride buses.</p>
<p>Are all students released at the same time during dismissal?</p> <p><input type="checkbox"/> Yes, all students are released at the same time.</p> <p><input checked="" type="checkbox"/> No, we use a staggered release process (walkers are released first, bus riders second, etc.).</p> <p>Bus riders exit from the gym and release first. After school care students go to the cafeteria. Students who are picked up, walk and bicycle are released 5 minutes later.</p>
<p>Is school staff involved in either arrival or dismissal?</p> <p><input checked="" type="checkbox"/> Yes, we have school staff help students enter and exit the campus safely.</p> <p><input type="checkbox"/> No, school staff is not involved in either arrival or dismissal.</p> <p>Staff members assist with students' safe arrival and dismissal from school. Staff also serve as adult crossing guards.</p>
<p>Are there any adult crossing guards located along student walking routes?</p> <p><input checked="" type="checkbox"/> Yes, we have at least one adult crossing guard that helps students on their walking routes.</p> <p><input type="checkbox"/> No, we do not have any adult crossing guards serving our school.</p> <p>Adult crossing guards are located at the following intersections: Central and Channing, Winter and Channing and William and Channing.</p>
<p>Are there police officers that help with arrival or dismissal procedures at this school?</p> <p><input type="checkbox"/> Yes, we have at least one police officer helping direct traffic around our school.</p> <p><input checked="" type="checkbox"/> No we do not have police officers who help direct traffic around the school. There is a general police presence around the school at arrival and dismissal, but not directing traffic.</p>
<p>Are students involved in any arrival or dismissal process (i.e. student safety patrol)?</p> <p><input type="checkbox"/> Yes, we have a student safety patrol.</p> <p><input checked="" type="checkbox"/> No, we do not have a student safety patrol.</p>

3E. Parent Attitudes towards walking and biking.

Reasons for not allowing children to walk or bicycle to school:
Amount of traffic along route
Safety of intersections and crossings
Speed of traffic along route
Sidewalks or Pathways
Distance

3F. **Safety Issues and Concerns.** Summarize traffic safety issues and concerns that are gathered anecdotally from the team, parents and the community at large. Record your summary in the space below in 100 words or less.

Parents are concerned about the volume of traffic along the routes students would take; that their child is too young to walk alone; the distance from school; the lack of sidewalks or off road paths; and they are concerned about safety in general and sex offenders specifically. Some parents indicated that they feel comfortable letting their child walk if it is under the supervision of an adult or even an older child.

Relevant traffic crashes.

There were 59 crashes involving a pedestrian or bicyclist (of any age) within 2 miles of the school (from 2011-2013).
 The crashes resulted in 54 injuries and 1 fatality.
 The number of crashes that involved bicycles was 26.
 The number of crashes that involved pedestrians was 34.

3G. **Walking and bicycling encouragement activities at the school.** Identify and describe activities at your school that support or encourage walking and bicycling.

Activity	How it encourages walking or bicycling (1-3 sentences)
Safety City sponsored by the Delaware Police Department	Incoming kindergarteners learn about general safety, as well as walking and bicycling safety over the summer
Bike Rodeo sponsored by the Delaware Police Department	Teaches students bicycling safety

SECTION 3: CURRENT STUDENT TRAVEL – SCHULTZ ELEMENTARY

- 3A. **How many students live within walking and bicycling distance of school?**
 (Distances are cumulative; meaning that “within a ½-mile of school” would include students within a ¼-mile as well.)

Schultz Elementary:

Distance From School	Number of Students	% of Student Body
Within a ¼-mile of school	69	12%
Within a ½-mile of school	245	43%
Within 1 mile of school	393	69%
Within 2 miles of school	550	96%

Mapping student addresses. A map showing the school attendance boundary, school site and dots indicating where students live is included is **Appendix B**.

- 3B. **How many students are currently walking and bicycling to school? What are the primary walking and bicycling routes?**

Schultz Elementary:

	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Number of students (morning trips)	8%	2%	39%	47%	4%	0%	0%
Number of students (afternoon trips)	12%	2%	43%	39%	3%	0%	0.4%
Primary walking / bicycling routes	Applegate Lance, Richards Circle, Richards Drive, E Branch Road, New Market Drive, Leawod Drive, Hayfield Drive, Wheatfield Drive, Carson Farms Boulevard, Marvin Lane, Firestone Drive, Penick Avenue						

- 3C. **Are there any school or district policies that impact students walking or bicycling to school?** See Section 3C under Carlisle Elementary above.

- 3D. **School Arrival and Dismissal Process.**

Do school buses and parent vehicles use the same driveway for arrival and dismissal?

- Yes, all vehicles use the same driveway.
 No, there are separate driveways for family vehicles and school buses.

<p>Do all students use the same entrance to the school building in the morning?</p> <p><input type="checkbox"/> Yes, all students enter the building at the same location.</p> <p><input checked="" type="checkbox"/> No, students can use different entrances.</p>
<p>Are all students released at the same time during dismissal?</p> <p><input type="checkbox"/> Yes, all students are released at the same time.</p> <p><input checked="" type="checkbox"/> No, we use a staggered release process (walkers are released first, bus riders second, etc.): Kindergarteners and walkers are release first, then older students, bus riders and students picked up in cars are released.</p>
<p>Is school staff involved in either arrival or dismissal?</p> <p><input checked="" type="checkbox"/> Yes, we have school staff help students enter and exit the campus safely.</p> <p><input type="checkbox"/> No, school staff is not involved in either arrival or dismissal.</p> <p>Staff members assist with students' safe arrival and dismissal from school.</p>
<p>Are there any adult crossing guards located along student walking routes?</p> <p><input type="checkbox"/> Yes, we have at least one adult crossing guard that helps students on their walking routes.</p> <p><input checked="" type="checkbox"/> No, we do not have any adult crossing guards serving our school.</p>
<p>Are there police officers that help with arrival or dismissal procedures at this school?</p> <p><input type="checkbox"/> Yes, we have at least one police officer helping direct traffic around our school.</p> <p><input checked="" type="checkbox"/> No we do not have police officers who help direct traffic around the school. There is a general police presence around the school at arrival and dismissal, but not directing traffic.</p>
<p>Are students involved in any arrival or dismissal process (i.e. student safety patrol)?</p> <p><input type="checkbox"/> Yes, we have a student safety patrol.</p> <p><input checked="" type="checkbox"/> No, we do not have a student safety patrol.</p>

3E. Parent Attitudes towards walking and biking

Reasons for not allowing children to walk or bicycle to school:
Amount of traffic along route
Safety of intersections and crossings
Distance
Speed of traffic along route
Weather or climate

3F. **Safety Issues and Concerns.** Summarize traffic safety issues and concerns that are gathered anecdotally from the team, parents and the community at large. Record your summary in the space below in 100 words or less.

Parents commented and shared the following concerns: general concerns for students’ safety and sex offenders living along the route to school mentioned specifically, concerns about students’ distance from school; lack of sidewalks; the amount and speed of traffic along routes; and the safety of crossing busy intersections. Lack of a bike rack at school also was mentioned. One parent indicated that they feel comfortable letting their child walk if it is under the supervision of an adult.

Relevant traffic crashes.

There were 60 crashes involving a pedestrian or bicyclist (of any age) within 2 miles of the school (from 2011-2013).
 The crashes resulted in 56 injuries and 1 fatality.
 The number of crashes that involved bicycles was 27.
 The number of crashes that involved pedestrians was 34.

3G. **Walking and bicycling encouragement activities at the school.** Identify and describe activities at your school that support or encourage walking and bicycling.

Activity	How it encourages walking or bicycling (1-3 sentences)
Safety City sponsored by the Delaware Police Department	Incoming kindergarteners learn about general safety, as well as walking and bicycling safety over the summer
Bike Rodeo sponsored by the Delaware Police Department	Teaches students bicycling safety

SECTION 3: CURRENT STUDENT TRAVEL – SMITH ELEMENTARY

- 3A. **How many students live within walking and bicycling distance of school?**
 (Distances are cumulative; meaning that “within a ½-mile of school” would include students within a ¼-mile as well.)

Smith Elementary:

Distance From School	Number of Students	% of Student Body
Within a ¼-mile of school	50	12%
Within a ½-mile of school	147	36%
Within 1 mile of school	326	79%
Within 2 miles of school	379	92%

Mapping student addresses. A map showing the school attendance boundary, school site and dots indicating where students live is included is **Appendix B**.

- 3B. **How many students are currently walking and bicycling to school? What are the primary walking and bicycling routes?**

Smith Elementary:

	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Number of students (morning trips)	18%	1%	28%	46%	5%	0%	2%
Number of students (afternoon trips)	23%	2%	29%	40%	6%	0%	0.9%
Primary walking / bicycling routes	Liberty Street, Heffner Street, Hayes Drive, Euclid Avenue, W Fountain Avenue, Forest Avenue, Lincoln Street, Griswold Street, Franklin Street, Sandusky Street, Union Street						

- 3C. **Are there any school or district policies that impact students walking or bicycling to school?** See Section 3C under Carlisle Elementary above.

3D. **School Arrival and Dismissal Process.**

Do school buses and parent vehicles use the same driveway for arrival and dismissal?

- Yes, all vehicles use the same driveway.
 No, there are separate driveways for family vehicles and school buses.

<p>Do all students use the same entrance to the school building in the morning?</p> <p><input type="checkbox"/> Yes, all students enter the building at the same location.</p> <p><input checked="" type="checkbox"/> No, students can use different entrances.</p>
<p>Are all students released at the same time during dismissal?</p> <p><input type="checkbox"/> Yes, all students are released at the same time.</p> <p><input checked="" type="checkbox"/> No, we use a staggered release process (walkers are released first, bus riders second, etc.).</p> <p>Kindergarteners and first graders are released first, then older students are released.</p>
<p>Is school staff involved in either arrival or dismissal?</p> <p><input checked="" type="checkbox"/> Yes, we have school staff help students enter and exit the campus safely.</p> <p><input type="checkbox"/> No, school staff is not involved in either arrival or dismissal.</p> <p>Staff members assist with students' safe arrival and dismissal from school.</p>
<p>Are there any adult crossing guards located along student walking routes?</p> <p><input checked="" type="checkbox"/> Yes, we have at least one adult crossing guard that helps students on their walking routes.</p> <p><input type="checkbox"/> No, we do not have any adult crossing guards serving our school.</p> <p>Two adult crossing guards are located at the intersection of Heffner and Liberty.</p>
<p>Are there police officers that help with arrival or dismissal procedures at this school?</p> <p><input type="checkbox"/> Yes, we have at least one police officer helping direct traffic around our school.</p> <p><input checked="" type="checkbox"/> No we do not have police officers who help direct traffic around the school. There is a general police presence around the school at arrival and dismissal, but not directing traffic.</p>
<p>Are students involved in any arrival or dismissal process (i.e. student safety patrol)?</p> <p><input checked="" type="checkbox"/> Yes, we have a student safety patrol.</p> <p><input type="checkbox"/> No, we do not have a student safety patrol.</p>

3E. Parent Attitudes towards walking and biking

Reasons for not allowing children to walk or bicycle to school:
Weather or Climate
Safety of Intersections and Crossings
Distance
Amount of Traffic Along Route
Speed of Traffic Along Route

- 3F. **Safety Issues and Concerns.** Summarize traffic safety issues and concerns that are gathered anecdotally from the team, parents and the community at large. Record your summary in the space below in 100 words or less.

Parents commented and shared the following concerns: the amount of and speed of traffic along routes student would take to school; students' safety in general with behavior of high school students in front of elementary school students mentioned specifically; students' age; lack of snow removal; the distance they have would walk to school; distance from school; and that students would have to walk to school in the dark. Some parents did indicate that they feel safer letting their child walk if they are supervised by an adult or in a group.

Relevant traffic crashes.

There were 58 crashes involving a pedestrian or bicyclist (of any age) within 2 miles of the school (from 2011-2013).
 The crashes resulted in 54 injuries and 1 fatality.
 The number of crashes that involved bicycles was 26.
 The number of crashes that involved pedestrians was 33.

- 3G. **Walking and bicycling encouragement activities at the school.** Identify and describe activities at your school that support or encourage walking and bicycling.

Activity	How it encourages walking or bicycling (1-3 sentences)
Safety City sponsored by the Delaware Police Department	Incoming kindergarteners learn about general safety, as well as walking and bicycling safety over the summer
Bike Rodeo sponsored by the Delaware Police Department	Teaches students bicycling safety

SECTION 3: CURRENT STUDENT TRAVEL – WOODWARD ELEMENTARY

- 3A. **How many students live within walking and bicycling distance of school?**
 (Distances are cumulative; meaning that “within a ½-mile of school” would include students within a ¼-mile as well.)

Woodward Elementary:

Distance From School	Number of Students	% of Student Body
Within a ¼-mile of school	74	18%
Within a ½-mile of school	141	34%
Within 1 mile of school	194	46%
Within 2 miles of school	349	83%

Mapping student addresses. A map showing the school attendance boundary, school site and dots indicating where students live is included is **Appendix B**.

- 3B. **How many students are currently walking and bicycling to school? What are the primary walking and bicycling routes?**

Woodward Elementary:

	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Number of students (morning trips)	13%	0.8%	45%	37%	3%	0%	0.5%
Number of students (afternoon trips)	15%	0.6%	47%	34%	1%	0.2%	1%
Primary walking / bicycling routes	Liberty Street, Washington Street, Franklin Street, Harrison Street, London Road, Bernard Avenue, Ross Street, Noble Street, Ohio Street						

- 3C. **Are there any school or district policies that impact students walking or bicycling to school?** See Section 3C under Carlisle Elementary above.

- 3D. **School Arrival and Dismissal Process.**

Do school buses and parent vehicles use the same driveway for arrival and dismissal?

- Yes, all vehicles use the same driveway.
 No, there are separate driveways for family vehicles and school buses.

**Neither. There is currently not a driveway at the school. All drop off and pick up is on street.

<p>Do all students use the same entrance to the school building in the morning?</p> <p><input type="checkbox"/> Yes, all students enter the building at the same location.</p> <p><input checked="" type="checkbox"/> No, students can use different entrances.</p>
<p>Are all students released at the same time during dismissal?</p> <p><input type="checkbox"/> Yes, all students are released at the same time.</p> <p><input checked="" type="checkbox"/> No, we use a staggered release process (walkers are released first, bus riders second, etc.).</p>
<p>Is school staff involved in either arrival or dismissal?</p> <p><input checked="" type="checkbox"/> Yes, we have school staff help students enter and exit the campus safely.</p> <p><input type="checkbox"/> No, school staff is not involved in either arrival or dismissal.</p> <p>Staff members assist with students' safe arrival and dismissal from school and serve as bus monitors.</p>
<p>Are there any adult crossing guards located along student walking routes?</p> <p><input type="checkbox"/> Yes, we have at least one adult crossing guard that helps students on their walking routes.</p> <p><input checked="" type="checkbox"/> No, we do not have any adult crossing guards serving our school.</p>
<p>Are there police officers that help with arrival or dismissal procedures at this school?</p> <p><input type="checkbox"/> Yes, we have at least one police officer helping direct traffic around our school.</p> <p><input checked="" type="checkbox"/> No we do not have police officers who help direct traffic around the school. There is a general police presence around the school at arrival and dismissal, but not directing traffic.</p>
<p>Are students involved in any arrival or dismissal process (i.e. student safety patrol)?</p> <p><input type="checkbox"/> Yes, we have a student safety patrol.</p> <p><input checked="" type="checkbox"/> No, we do not have a student safety patrol.</p>

3E. Parent Attitudes towards walking and biking

Reasons for not allowing children to walk or bicycle to school:
Distance
Amount of Traffic Along Route
Safety of Intersections and Crossings
Speed of Traffic Along Route
Sidewalks or Pathways

3F. **Safety Issues and Concerns.**

Parents commented and shared the following concerns: the distance to school; safety concerns in general; and a lack of sidewalks along the route students would take.

Relevant traffic crashes.

There were 59 crashes involving a pedestrian or bicyclist (of any age) within 2 miles of the school (from 2011-2013).

The crashes resulted in 54 injuries and 1 fatality.

The number of crashes that involved bicycles was 26.

The number of crashes that involved pedestrians was 34.

3G. **Walking and bicycling encouragement activities at the school.** Identify and describe activities at your school that support or encourage walking and bicycling.

Activity	How it encourages walking or bicycling (1-3 sentences)
Safety City sponsored by the Delaware Police Department	Incoming kindergarteners learn about general safety, as well as walking and bicycling safety over the summer
Bike Rodeo sponsored by the Delaware Police Department	Teaches students bicycling safety

SECTION 3: CURRENT STUDENT TRAVEL – DEMPSEY MIDDLE SCHOOL

- 3A. **How many students live within walking and bicycling distance of school?**
 (Distances are cumulative; meaning that “within a ½-mile of school” would include students within a ¼-mile as well.)

Dempsey Middle School:

Distance From School	Number of Students	% of Student Body
Within a ¼-mile of school	16	2%
Within a ½-mile of school	68	8%
Within 1 mile of school	213	26%
Within 2 miles of school	579	70%

Mapping student addresses. A map showing the school attendance boundary, school site and dots indicating where students live is included in **Appendix B**.

- 3B. **How many students are currently walking and bicycling to school? What are the primary walking and bicycling routes?**

Dempsey Middle School:

	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Number of students (morning trips)	13%	0.8%	45%	37%	3%	0%	0.5%
Number of students (afternoon trips)	15%	0.6%	47%	34%	1%	0.2%	1%
Primary walking / bicycling routes	Pennsylvania Avenue, Troy Road, Eastwood Avenue, Heritage Boulevard, Georgetown Drive, Westwood Avenue						

- 3C. **Are there any school or district policies that impact students walking or bicycling to school?** See Section 3C under Carlisle Elementary above.

- 3D. **School Arrival and Dismissal Process.**

Do school buses and parent vehicles use the same driveway for arrival and dismissal?

- Yes, all vehicles use the same driveway.
 No, there are separate driveways for family vehicles and school buses.

<p>Do all students use the same entrance to the school building in the morning?</p> <p><input type="checkbox"/> Yes, all students enter the building at the same location.</p> <p><input checked="" type="checkbox"/> No, students can use different entrances.</p>
<p>Are all students released at the same time during dismissal?</p> <p><input checked="" type="checkbox"/> Yes, all students are released at the same time.</p> <p><input type="checkbox"/> No, we use a staggered release process (walkers are released first, bus riders second, etc.).</p>
<p>Is school staff involved in either arrival or dismissal?</p> <p><input checked="" type="checkbox"/> Yes, we have school staff help students enter and exit the campus safely.</p> <p><input type="checkbox"/> No, school staff is not involved in either arrival or dismissal.</p> <p>Staff members assist with students' safe arrival and dismissal from school.</p>
<p>Are there any adult crossing guards located along student walking routes?</p> <p><input type="checkbox"/> Yes, we have at least one adult crossing guard that helps students on their walking routes.</p> <p><input checked="" type="checkbox"/> No, we do not have any adult crossing guards serving our school.</p>
<p>Are there police officers that help with arrival or dismissal procedures at this school?</p> <p><input type="checkbox"/> Yes, we have at least one police officer helping direct traffic around our school.</p> <p><input checked="" type="checkbox"/> No we do not have police officers who help direct traffic around the school.</p> <p>There is a general police presence around the school at arrival and dismissal, but not directing traffic.</p>
<p>Are students involved in any arrival or dismissal process (i.e. student safety patrol)?</p> <p><input type="checkbox"/> Yes, we have a student safety patrol.</p> <p><input checked="" type="checkbox"/> No, we do not have a student safety patrol.</p>

3E. **Parent Attitudes towards walking and biking.**

Reasons for not allowing children to walk or bicycle to school:
Distance
Amount of Traffic Along Route
Speed of Traffic Along Route
Weather or Climate
Safety of Intersections and Crossings

3F. **Safety Issues and Concerns.**

Parents commented and shared the following concerns: lack of sidewalks along routes students would take to school; safety concerns in general with behavior of high school students in front of middle school students mentioned specifically; darkness in the mornings due to the middle school's start time; students' distance from school; and volume of traffic along routes students would take to school. Other comments included concerns over having to cross railroad tracks, lack of snow removal along routes students would have to take, and the closeness of middle and high school start times and the congestion this causes.

Relevant traffic crashes.

There were 58 crashes involving a pedestrian or bicyclist (of any age) within 2 miles of the school (from 2011-2013).
The crashes resulted in 56 injuries and 1 fatality.
The number of crashes that involved bicycles was 26.
The number of crashes that involved pedestrians was 33.

3G. **Walking and bicycling encouragement activities at the school.** Identify and describe activities at your school that support or encourage walking and bicycling.

Activity	How it encourages walking or bicycling (1-3 sentences)
Currently, there are no walking or bicycling encouragement activities in place.	

SECTION 4: KEY ISSUES IMPACTING SAFE WALKING AND BICYCLING TO SCHOOL

Top 5 Issues impacting student ability to safely walk or bicycle to your school.

Carlisle Elementary.

Issue/Description
1. Issue: More than half of students (60%) live within one mile of the school and many parents are not comfortable letting their children walk this far (or farther) to get to school. This, in turn, means that many students do not know proper walking and bicycling behaviors.
2. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because of sidewalk conditions, especially in winter months when snow is not shoveled from sidewalks.
3. Issue: A number of parents don't want to let their children walk to school because of the amount of traffic along the routes they would take.
4. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because they feel some of the roadway crossings are unsafe.
5. Issue: A number of parents don't want to let their children walk to school because of the speeds of traffic along the routes they would take.

Conger Elementary.

Issue/Description
1. Issue: Almost half of students (45%) live within one mile of the school and many parents are not comfortable letting their children walk this far (or farther) to get to school. This, in turn, means that many students do not know proper walking and bicycling behaviors.
2. Issue: Many parents don't want to let their children walk to school because of a lack of sidewalks along the routes the students would take.
3. Issue: A number of parents don't want to let their children walk to school because of the amount of traffic along the routes they would take.
4. Issue: A number of parents don't want to let their children walk to school because of the speeds of traffic along the routes they would take.
5. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because they feel some of the roadway crossings are unsafe.

Schultz Elementary.

Issue/Description
1. Issue: Nearly 70% of students (69%) live within one mile of the school and many parents are not comfortable letting their children walk this far (or farther) to get to school.
2. Issue: A number of parents don't want to let their children walk to school because of the speeds of traffic along the routes they would take.

Issue/Description
3. Issue: A number of parents don't want to let their children walk to school because of the amount of traffic along the routes they would take.
4. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because they feel some of the roadway crossings are unsafe.
5. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because of sidewalk conditions, especially in winter months when snow is not shoveled from sidewalks.

Smith Elementary.

Issue/Description
1. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because of sidewalk conditions, especially in winter months when snow is not shoveled from sidewalks.
2. Issue: While 79% of students live within one mile of the school, many parents are not comfortable letting their children walk this far (or farther) to get to school.
3. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because they feel some of the roadway crossings are unsafe.
4. Issue: A number of parents don't want to let their children walk to school because of the speeds of traffic along the routes they would take.
5. Issue: A number of parents don't want to let their children walk to school because of the amount of traffic along the routes they would take.

Woodward Elementary.

Issue/Description
1. Issue: While nearly half (46%) of students live within one mile of the school, many parents are not comfortable letting their children walk this far (or farther) to get to school.
2. Issue: A number of parents don't want to let their children walk to school because of the amount of traffic along the routes they would take.
3. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because they feel some of the roadway crossings are unsafe.
4. Issue: A number of parents don't want to let their children walk to school because of the speeds of traffic along the routes they would take.
5. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because of sidewalk conditions, especially in winter months when snow is not shoveled from sidewalks.

Dempsey Middle.

Issue/Description
1. Issue: A number of parents don't want to let their children walk to school because of the speeds of traffic along the routes they would take.

Issue/Description
2. Issue: Parents are concerned about how safe it is for their children to walk along some of the routes to school because they feel some of the roadway crossings are unsafe.
3. Issue: While 26% of students live within one mile of the school, many parents are not comfortable letting their children walk this far (or farther) to get to school.
4. Issue: A number of parents don't want to let their children walk to school because of the amount of traffic along the routes they would take.
5. Parents are concerned about how safe it is for their children to walk along some of the routes to school because of sidewalk conditions, especially in winter months when snow is not shoveled from sidewalks.

SECTION 5: RECOMMENDED SRTS COUNTERMEASURES

5A. Non-infrastructure Countermeasure Recommendations

For each “E”, list and describe strategies that your team has identified. In 1-2 sentences, explain the “need” or Issue, then briefly describe the countermeasure

EDUCATION COUNTERMEASURES

EDUCATION	
Issue	Countermeasure
Because children currently don't bike, they are unaware of proper biking behaviors.	Promote Safety City program to all incoming kindergarten students and consider offering the program at additional times that are more convenient to working families (for example, after work or over the weekend).
Because children currently don't bike, they are unaware of proper biking behaviors.	Expand the Bike Rodeo program.
Parents don't want their children walking or biking to school unsupervised.	Train parents and educators about starting a Walking School Bus program (through ODOT).
Parents don't want their children walking or biking to school unsupervised.	Train parents and police department about starting a dot-to-dot program.
Because children currently don't bike, they are unaware of proper biking behaviors.	Utilize ODOT's "Every Move You Make, Make It Safe" campaign to educate students (and parents) about the proper ways to walk and bicycle to school, as well as the benefits of doing so.
Parents don't want their children walking or biking to school unsupervised.	Host a SRTS Meeting to inform parents/ neighbors/etc. about the goals of Delaware's SRTS program. This meeting should include a discussion on appropriately dealing with perceived safety issues.
Parents don't want their children crossing railroad tracks while walking or biking to school.	Host Operation Lifesaver programs at the schools to educate students about the proper ways to cross railroad tracks.
Parents don't want their children walking or biking to school unsupervised due to safety issues.	Research evidence-based personal safety programs that could be implemented at the schools (i.e. Darkness to Light).
Parents are concerned with speeding along the routes to school.	Educate parents about the importance of obeying the posted and reduced speed limits for the safety of those students walking or biking to school.

Medium and long term strategies (those that your team will undertake beyond 12 months):

1. Continue to incorporate pedestrian and bicycle education activities into the elementary curriculum.
2. Continue to offer and promote Safety City and Bike Rodeo programs to kindergarten and 2nd/3rd Grade students.

ENCOURAGEMENT COUNTERMEASURES

ENCOURAGEMENT	
Issue	Countermeasure
Parents don't want their children walking or biking to school unsupervised.	Start a Walking School Bus program.
Parents don't want their children walking or biking to school unsupervised.	Participate in Walk and Bike to School Days.
Children live far from school, so walking or bicycling to school isn't as encouraged.	Develop mileage clubs which create competition between classes, grade levels, and/or schools based on how far they have walked.

Medium and long term strategies:

1. Continue mileage club competitions and develop additional contests for students to participate in that offer prizes to students (such as new bike helmets).
2. Research and create remote drop off locations for students at the schools with especially congested sites.

ENFORCEMENT COUNTERMEASURES

ENFORCEMENT	
Issue	Countermeasure
Parents are concerned with speeding along the routes to school.	Enforce School Zone speed limits at all schools.
Lack of adult crossing guards.	Allocate funds collected from school zone speeding enforcement to fund adult crossing guards.

Medium and long term strategies:

1. Send crossing guard representative(s) to ODOT's Adult School Crossing Guard Training Program and expand the program.

EVALUATION COUNTERMEASURES

EVALUATION	
Issue	Countermeasure
Follow-up on SRTS program effectiveness.	Conduct Parent Surveys annually to track the program.
Follow-up on SRTS program effectiveness.	Conduct Student Travel Tallies annually seasonally (fall / winter / spring) to see when encouragement techniques should be further employed.

Medium and long term strategies:

1. Conduct Student Travel Tallies annually seasonally (fall/winter/spring) to see when encouragement techniques should be further employed.
2. Review district and school busing policies to ensure they continue to encourage walking and bicycling to school.

5B. 12-Month SRTS Non-Infrastructure Activity Calendar.

Non-Infrastructure Countermeasure		Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016
Promote Safety Town program.	PLAN												
Lead: Bruce Pijanowski, Education & Enforcement	IMPLEMENT												
Expand and promote Bike Rodeo program.	PLAN												
Lead: Bruce Pijanowski, Education & Enforcement	IMPLEMENT												
Attend ODOT's Walking School Bus training.	PLAN												
Lead: Jason Abrams & Renae Schwartz, Education & Encouragement	IMPLEMENT												
Utilize ODOT's "Every Move You Make, Make It Safe" campaign.	PLAN												
Lead: Michael Freado, Education	IMPLEMENT												
Host informational SRTS meeting.	PLAN												
Lead: Jason Sherman, Education	IMPLEMENT												
Start Walking School Bus program.	PLAN												
Lead: Lynn Tatman & Susan Sutherland, Encouragement	IMPLEMENT												
Participate in Walk and Bike to School Days.	PLAN												
Lead: Jason Abrams and Lynn Tatman, Encouragement	IMPLEMENT												
Host Operation Lifesaver program	PLAN												
Lead: Jason Sherman, Education	IMPLEMENT												

Non-Infrastructure Countermeasure		Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016
Develop mileage clubs.	PLAN												
Lead: Ray Rockwell, Encouragement	IMPLEMENT												
Enforce School Zone speed limits.	PLAN												
Lead: Bruce Pijanowski, Enforcement	IMPLEMENT												
Create and fund adult crossing guards.	PLAN												
Lead: Bruce Pijanowski, Enforcement	IMPLEMENT												
Attend ODOT Adult Crossing Guard training.	PLAN												
Lead: Bruce Pijanowski, Enforcement	IMPLEMENT												
Start a dot-to-dot program to supervise students on their routes to school	PLAN												
Lead: Bruce Pijanowski, Enforcement and Lynn Tatman, Encouragement	IMPLEMENT												
Conduct Parent Surveys annually.	PLAN												
Lead: Jason Sherman, Evaluation	IMPLEMENT												
Conduct Student Travel Tallies annually.	PLAN												
Lead: Jason Sherman, Evaluation	IMPLEMENT												

5C. Infrastructure Countermeasure Recommendations

Priority corridors are defined as routes where a significant number of students are currently walking and biking, or could potentially walk and bike. The study team identified priority corridors by analyzing the spatial relationship between school locations, student addresses, sidewalks, and pedestrian crossing locations. The analysis was limited to a one-mile radius around each school. Decisive factors for this analysis included the presence of sidewalks and signalized locations for crossing higher volume streets. Each of the following infrastructure countermeasures are located along these priority corridors. Maps showing the priority corridors identified by this plan are included in **Appendix B: Mapping** alongside countermeasures aimed at improving walking and bicycling conditions on the corridors.

Map ID	Location	Issue	Countermeasure	Timeframe	Priority (% Impacted)	Jurisdiction Responsible	Estimated Cost (Construction Only Dollars)	Possible Funding Source	Status
A	Pathway between Buehler Drive and Barrett Street (<i>Carlisle Elementary</i>)	Pathway does not connect to Carlisle Elementary.	Construct multi-use pathway between existing pathway and paved areas on north side of school	High	High (89%)	School District	High (\$13,500)	SRTS	
B	Pathway between Buehler Drive and Barrett Street (<i>Carlisle Elementary, Dempsey Middle</i>)	Pathway ends just short of Barrett Street (unpaved).	Improve unpaved section of existing pathway near Barrett Street	High	High (71%)	School District	Medium (\$2,250)	SRTS	
A, B	Pathway between Buehler Drive and Barrett Street (<i>Carlisle Elementary</i>)	Lack of lighting.	Add effective lighting along existing and proposed pathway between Buehler Drive and Carlisle Elementary	High	High (89%)	School District City of Delaware	Medium (\$24,000)	SRTS City of Delaware	
C	Grandview Avenue and school parking lot (<i>Carlisle Elementary</i>)	Existing crosswalk and pathways to school are located past entry drive which forces pedestrians to interact with vehicular traffic.	Relocate crosswalk and construct new sidewalk just north of the proposed new driveway and parking lot which would connect to the existing sidewalk in front of the school.	Medium	Medium (23%)	School District	Medium (\$8,300)	School District SRTS	
D	Buehler Drive just south of Blue Spruce Court (<i>Carlisle Elementary</i>)	Significant traffic congestion around school in morning and afternoon.	Remote Pick-up/Drop-off location at the multi-use pathway that connects behind the school.	Medium	High (100%)	School District & City of Delaware	Low (\$0)	School District	

Map ID	Location	Issue	Countermeasure	Timeframe	Priority (% Impacted)	Jurisdiction Responsible	Estimated Cost (Construction Only Dollars)	Possible Funding Source	Status
E	E. Winter Street and new school parking lot (<i>Conger Elementary</i>)	Provide appropriate crossing location.	Consider adding a raised crossing across E. Winter Street along with appropriate warning signage.	Medium	Medium (27%)	City of Delaware	Medium (\$21,200)	SRTS City of Delaware School District	
F	E. Winter Street and Channing Street (<i>Conger Elementary</i>)	Major pedestrian crossing location.	Consider adding a raised intersection to warn drivers of the high number of pedestrian users at this location.	Medium	Medium (23%)	City of Delaware	Medium (\$75,000)	SRTS	
G	E. William Street (US 36) and Channing Street (<i>Conger Elementary</i>)	Lack of pedestrian countdown timers.	Add pedestrian countdown timers to existing signals.	Medium	Medium (25%)	City of Delaware	Low (\$3,200)	SRTS City of Delaware	
H	ODOT's eastern parking lot/ Eastpoint Crossing (<i>Conger Elementary</i>)	Significant traffic congestion around school in morning and afternoon.	Remote Pick-up/Drop-off.	Medium	High (100%)	School District & City of Delaware	Low (\$0)	School District	
I	Just east of Troy Road and Pennsylvania Avenue intersection (<i>Dempsey Middle</i>)	Lack of 20 MPH Beacon.	Add 20 MPH School Zone Beacon.	Medium	High (100%)	City of Delaware	Medium (\$25,000)	SRTS ODOT City of Delaware	
J	Troy Road and Pennsylvania Avenue intersection (<i>Dempsey Middle</i>)	Drivers regularly cut the corners which creates an unsafe situation for pedestrians waiting at the curbs.	Add curbs at the intersection and enough sidewalk to accommodate pedestrians.	Medium	Medium (29%)	City of Delaware	Medium (\$3,960)	SRTS City of Delaware OPWC	
K	Just west of Troy Road and Pennsylvania Avenue intersection (<i>Dempsey Middle</i>)	Missing sidewalk.	Add sidewalk on south side of Pennsylvania Avenue just west of the Troy Road intersection.	Medium	Low (24%)	City of Delaware	Medium (\$8,400)	SRTS City of Delaware	
L	Pennsylvania Avenue and Eastwood Avenue intersection, at the school drive (<i>Dempsey Middle</i>)	Existing crossing is not well marked to vehicles.	Upgrade existing crossing. Consider a raised crossing or additional signage and paint.	Medium	Medium (15%)	City of Delaware	Medium (\$20,000)	SRTS City of Delaware	

Map ID	Location	Issue	Countermeasure	Timeframe	Priority (% Impacted)	Jurisdiction Responsible	Estimated Cost (Construction Only Dollars)	Possible Funding Source	Status
M	Barrett Street and Troy Road (<i>Dempsey Middle</i>)	Existing pedestrian crossing is not well marked along a busy road.	Consider adding Rectangular Rapid Flash Beacon or another form of signalized pedestrian crossing.	Medium	Medium (55%)	City of Delaware	Low (\$15,000)	SRTS City of Delaware	
N	Pennsylvania Avenue between Heritage Blvd and Executive Blvd (<i>Dempsey Middle</i>)	Existing pedestrian crossings are not well marked along a busy road.	Consider adding a Rectangular Rapid Flash Beacon	Medium	Low (13%)	City of Delaware	Low (\$15,000)	SRTS City of Delaware	
O	Pennsylvania Avenue just west of RR tracks (<i>Dempsey Middle</i>)	Existing 20 MPH beacon is blocked by raised RR crossing.	Move existing 20 MPH school zone beacon just east of RR tracks so drivers are aware of the school zone.	High	Medium (43%)	City of Delaware	Low (\$3,000)	SRTS City of Delaware ODOT	
P	National Guard Depot (<i>Dempsey Middle</i>)	Significant traffic congestion around school in morning and afternoon.	Remote Pick-up/Drop-off location.	Medium	High (100%)	City of Delaware	Low (\$0)	School District	
N/A	Various (<i>Schultz Elementary</i>)	Lack of wayfinding within suburban style development (cul-de-sacs, non-grid street patterns, etc.) makes it challenging for some children to walk to school.	Consider signage or sidewalk paint that highlights the pathways to and from school. School colors or mascot could be utilized.	High	High (100%)	City of Delaware School District	Low (\$5,000)	SRTS School District	
Q	Penick Avenue, behind the school (<i>Schultz Elementary</i>)	Significant traffic congestion around school in morning and afternoon.	Remote Pick-up/Drop-off location.	Medium	High (100%)	City of Delaware	Low (\$0)	School District	
Q	Cobbleston Drive, behind the school (<i>Schultz Elementary</i>)	Significant traffic congestion around school in morning and afternoon.	Remote Pick-up/Drop-off location.	Medium	High (100%)	City of Delaware	Low (\$0)	School District	

Map ID	Location	Issue	Countermeasure	Timeframe	Priority (% Impacted)	Jurisdiction Responsible	Estimated Cost (Construction Only Dollars)	Possible Funding Source	Status
R	W. Heffner Street between Kirkland Street and N. Washington Street (<i>Smith Elementary</i>)	Lack of 20 MPH beacons.	Add 20 MPH school zone beacons.	High	High (100%)	City of Delaware	Medium (\$25,000)	SRTS City of Delaware ODOT	
S	N. Liberty Street in the vicinity of school property (<i>Smith Elementary</i>)	Lack of street lighting.	Add street lighting in front of school and along Liberty to enhance safety during AM (darkness).	High	High (100%)	City of Delaware	Low (\$18,000)	City of Delaware School District	
T	Delaware Hayes High School (<i>Smith Elementary</i>)	Significant traffic congestion around school in morning and afternoon.	Remote Pick-up/Drop-off location. Consider utilizing high school students to assist with walking children to Smith Elementary.	Medium	High (100%)	City of Delaware	Low (\$0)	School District	
U	S. Washington Street between school and parking lot (<i>Woodward Elementary</i>)	Lack of signage and markings at pedestrian crosswalk.	Consider adding a raised crossing across S. Washington Street along with appropriate warning signage. At a minimum, the crosswalk should include appropriate paint and signage.	High	Low (39%)	City of Delaware	Medium (\$21,200)	City of Delaware School District	
V	London Road at S. Washington Street intersection (<i>Woodward Elementary</i>)	Existing pedestrian crossing needs to be enhanced.	Consider adding a Rectangular Rapid Flash Beacon and removing existing beacons.	High	Medium (52%)	City of Delaware	Medium (\$20,000)	SRTS City of Delaware	
W	S. Liberty Street and bike path crossing (<i>Woodward Elementary</i>)	Existing crossing could be enhanced.	Enhance existing bike path crossing with paint and signage to further highlight it to drivers.	Medium	Low (27%)	City of Delaware	Low (\$3,600)	SRTS City of Delaware	
N/A	Various (<i>All schools</i>)	Drivers don't know when they leave a school zone.	Add flashing beacon on back side of existing 20 MPH school zone beacons	High	High (100%)	City of Delaware	Medium (\$24,000)	City of Delaware ODOT	
N/A	Various (<i>All schools</i>)	Drivers are unsure of their current speed in school zones.	Add speed feedback signs on existing 20 MPH school zone poles to provide feedback and the ability to track speeds while the signs are in operation	High	High (100%)	City of Delaware	Medium (\$60,000)	City of Delaware ODOT	

Total estimated cost (construction only) for recommended infrastructure countermeasures: \$415,000

5D. **Safe Routes for Non-Drivers**

Map ID	Location	Issue	Countermeasure	Timeframe	Priority	Jurisdiction Responsible	Estimated Cost	Possible Funding Source	Status
N/A									

Total estimated cost (construction only) for recommended “Safe Routes for Non-Drivers” countermeasures: N/A

SECTION 6: PUBLIC INPUT

A public meeting to discuss the Delaware STP was held on Monday, December 8, 2014 at Delaware City Schools' Technology Center, 248 N. Washington St. Key feedback from that meeting is outlined below; materials from the meeting are included in **Appendix C**.

Public Input Process: Presented at public meeting.
Date: Monday, December 8, 2014
Target Audience: SRTS Team Members, parents, community members
Key Input Received: The Delaware STP was presented at a public meeting held on December 8 th . The following input was received from Team Members and community members regarding the proposed countermeasures included in the STP: <ul style="list-style-type: none">• The following comment was received regarding the STP: "In Section 3E and maybe again in Section 4 of the Smith Elementary section I would like to also see 'Existing Sidewalk Width' and 'Sidewalks or Pathways' as mentioned in other sections of other schools. In my opinion, these are the areas that need addressed. Sidewalks are deficient in width, cross slopes, ADA compliance and condition on Liberty between Fountain and Pennsylvania as well as along Heffner from the High School at Euclid and Franklin, an area that covers 10 total blocks directly adjacent to the Smith Elementary where sidewalks don't meet standards and are adjacent to curb. I believe the standards for sidewalk adjacent to curb is either a 5 foot walk with a 2 foot tree lawn or a 7 foot walk adjacent to curb." <i>Section 3E is filled in from the top issues related to walking/biking that come out of the parent surveys that were distributed earlier in the school year. Section 4 is filled in from issues that were mentioned in parent surveys and those that were mentioned in the kick-off meeting and during the site visits.</i>

SECTION 7: FINAL PLAN – ENDORSEMENT

Administrators and parents of students in Delaware City Schools are joining together to improve safety and encourage more students to walk and bicycle to school. By implementing our Safe Routes to School Travel Plan, it is the vision of the Delaware City Schools SRTS Planning Team to:

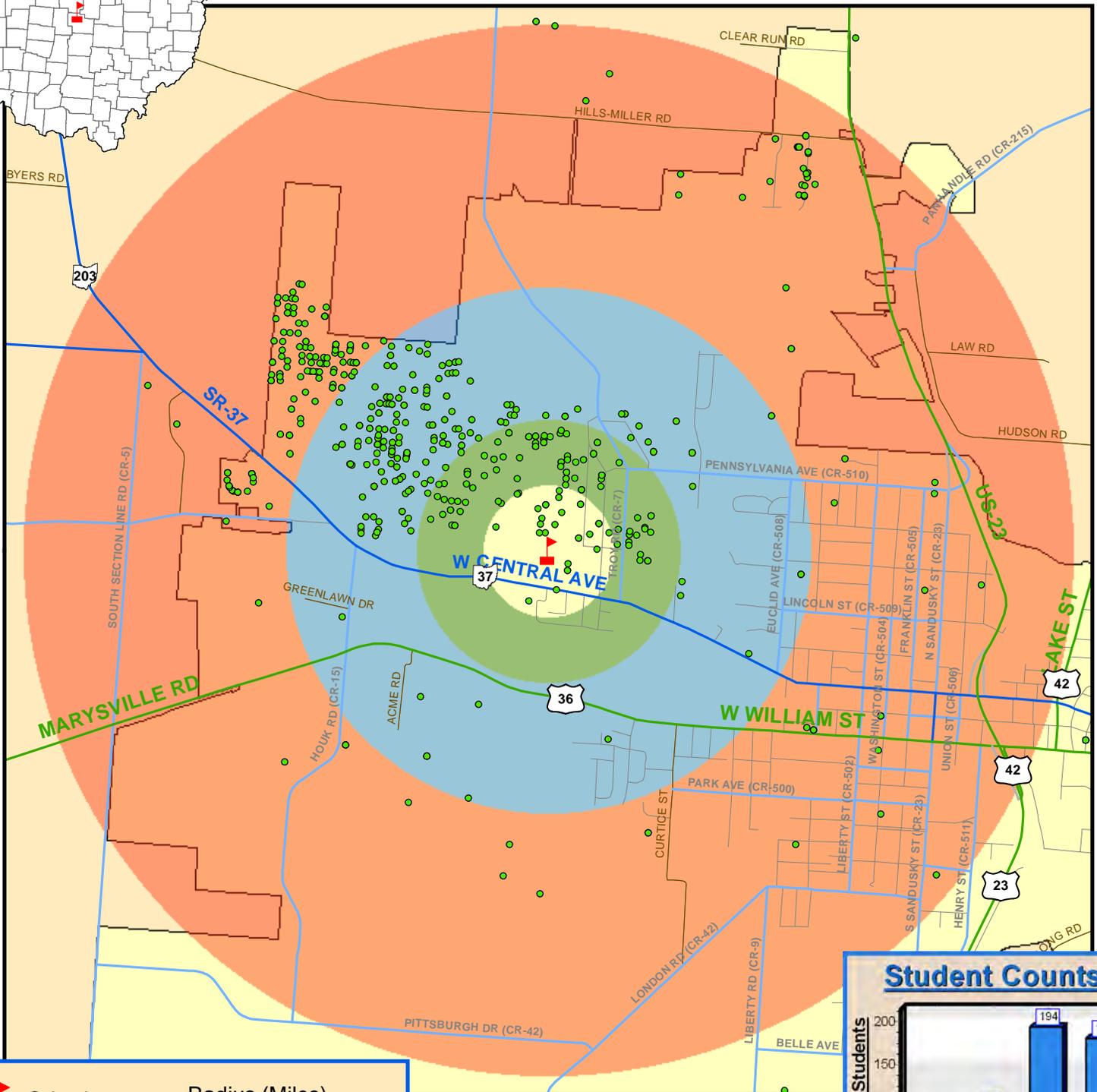
- Create a healthy and safe community for students and residents by enhancing the routes student use to walk and bicycle to school; and
- Improve students' health by increasing the number who walk and bicycle to school and by improving the air quality around schools.

The undersigned are fully supportive of the Delaware City Schools' Safe Routes to School Travel Plan, and commit to work cooperatively to implement agreed upon improvements as resources become available.

Signature
Paul A. Craft Superintendent, Delaware City Schools
Signature
Carolyn Kay Riggle Mayor, City of Delaware
Signature
Tom Homan City Manager, City of Delaware

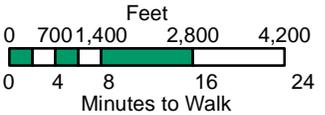
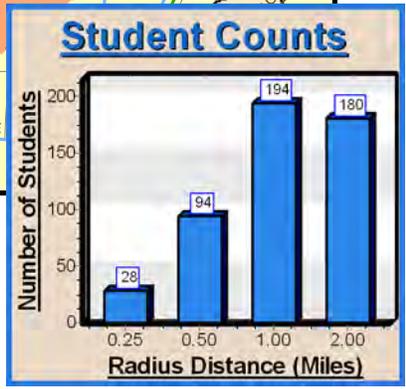
APPENDIX B: MAPPING

Ervin Carlisle Elementary School - Delaware City - Delaware Co



School	Radius (Miles)
Students	0.25
Roads by Type	0.5
Interstate Route	1.0
US Route	2.0
State Route	City Boundary
Freeway Ramp	County Boundary
County Roads	State Boundary
Township Roads	

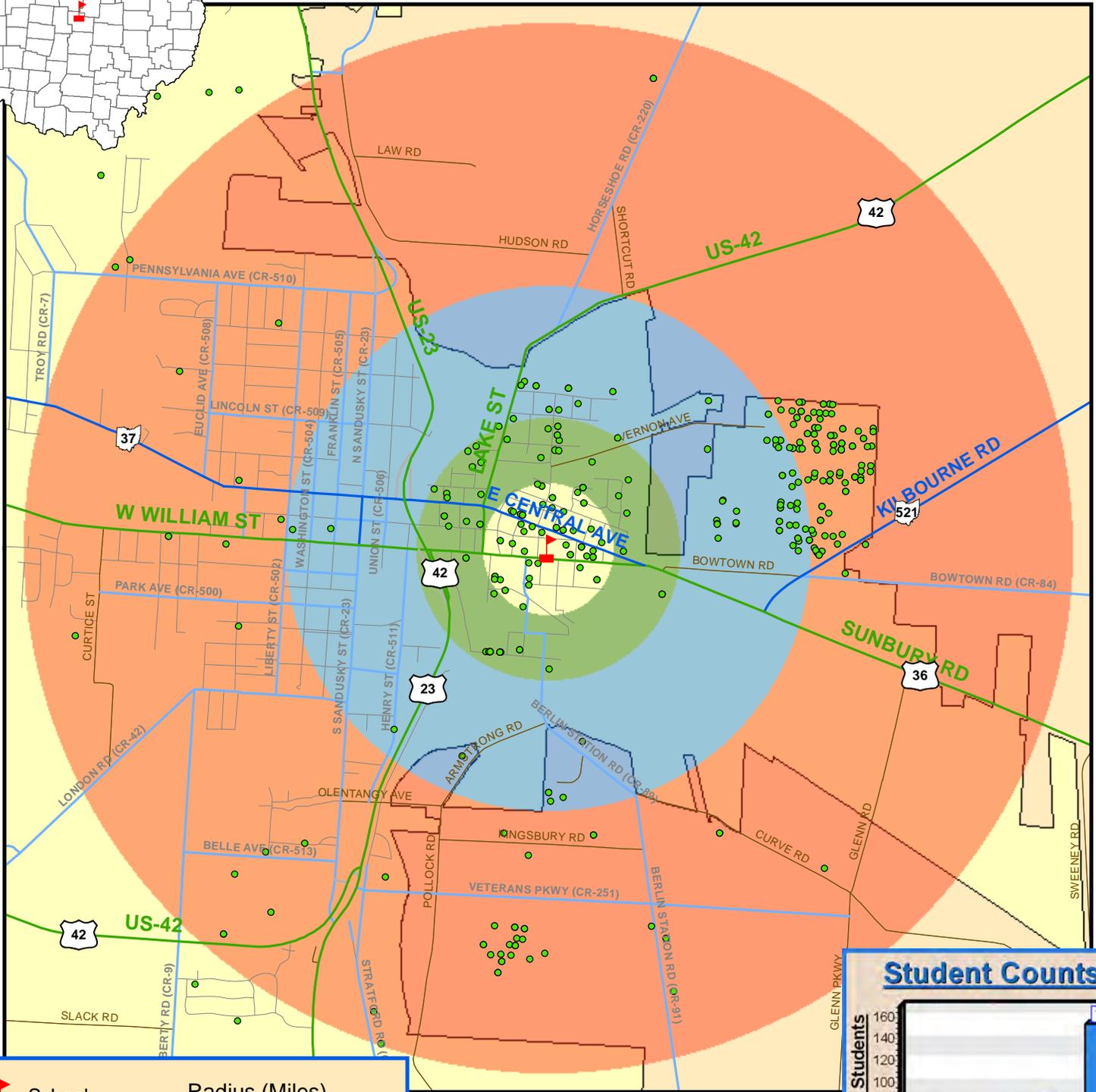
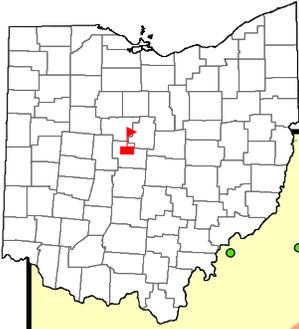
Total Enrollment = 527



Date: 10/9/2014

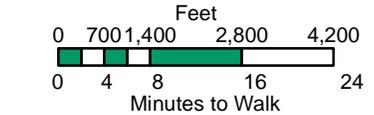
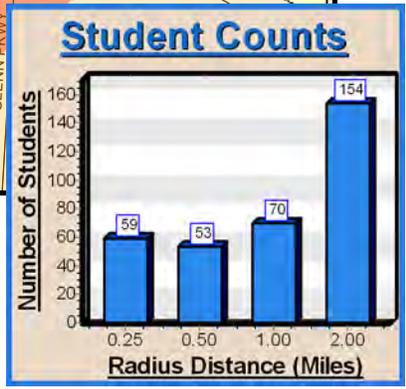


James Conger Elementary School - Delaware City - Delaware County



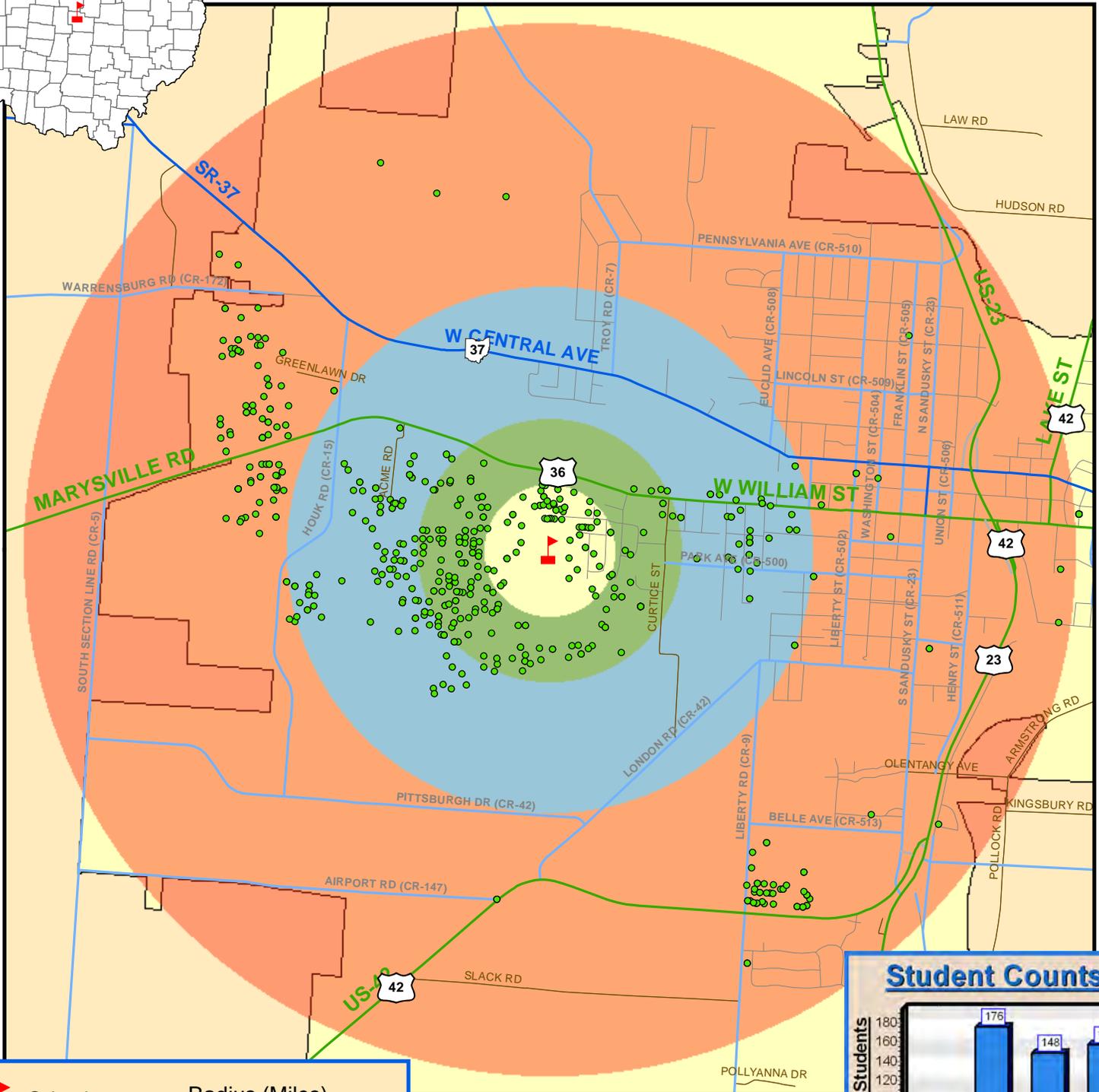
School	Radius (Miles)
Students	0.25
Roads by Type	0.5
Interstate Route	1.0
US Route	2.0
State Route	City Boundary
Freeway Ramp	County Boundary
County Roads	State Boundary
Township Roads	

Total Enrollment = 401



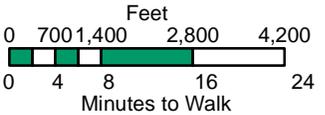
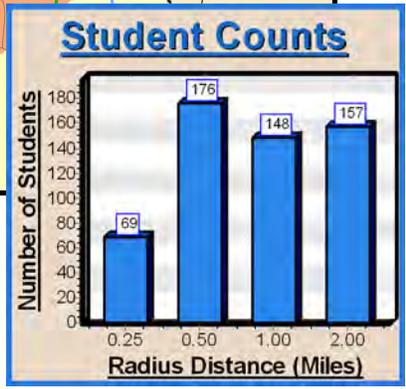
Date: 10/9/2014

Schultz Elementary - Delaware City Schools - Delaware Co



School	Radius (Miles)
Students	0.25
Roads by Type	0.5
Interstate Route	1.0
US Route	2.0
State Route	City Boundary
Freeway Ramp	County Boundary
County Roads	State Boundary
Township Roads	

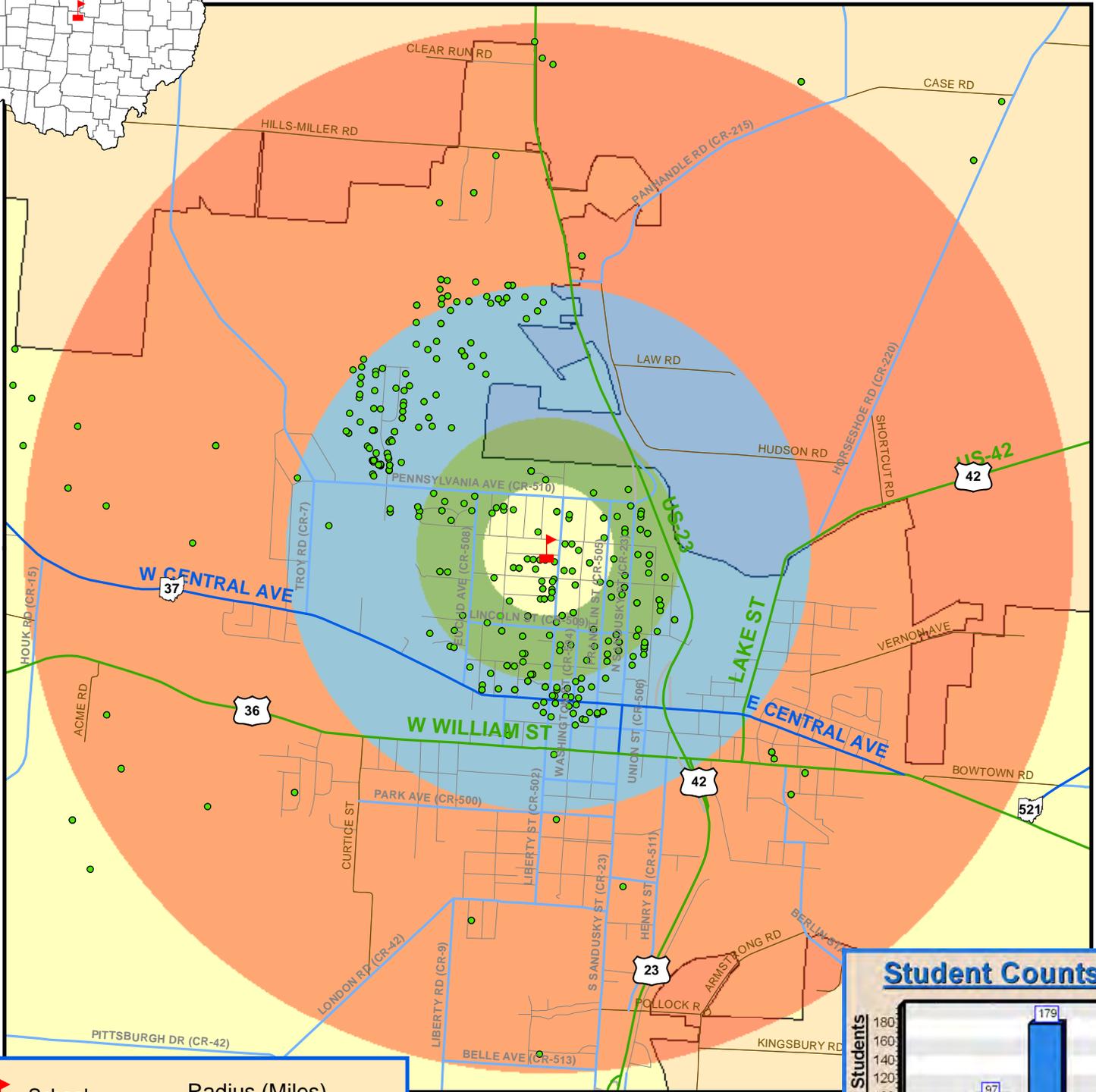
Total Enrollment = 573



Date: 10/9/2014

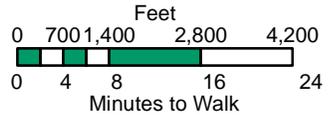
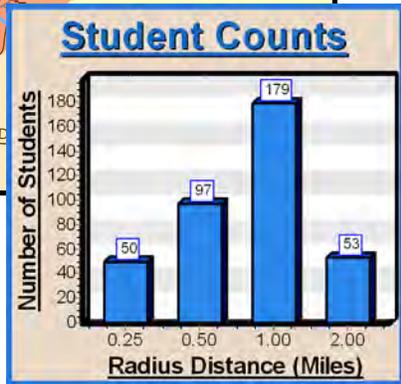


Smith Elementary - Delaware City Schools - Delaware Co



	School
	Students
Roads by Type	
	Interstate Route
	US Route
	State Route
	Freeway Ramp
	County Roads
	Township Roads
Radius (Miles)	
	0.25
	0.5
	1.0
	2.0
	City Boundary
	County Boundary
	State Boundary

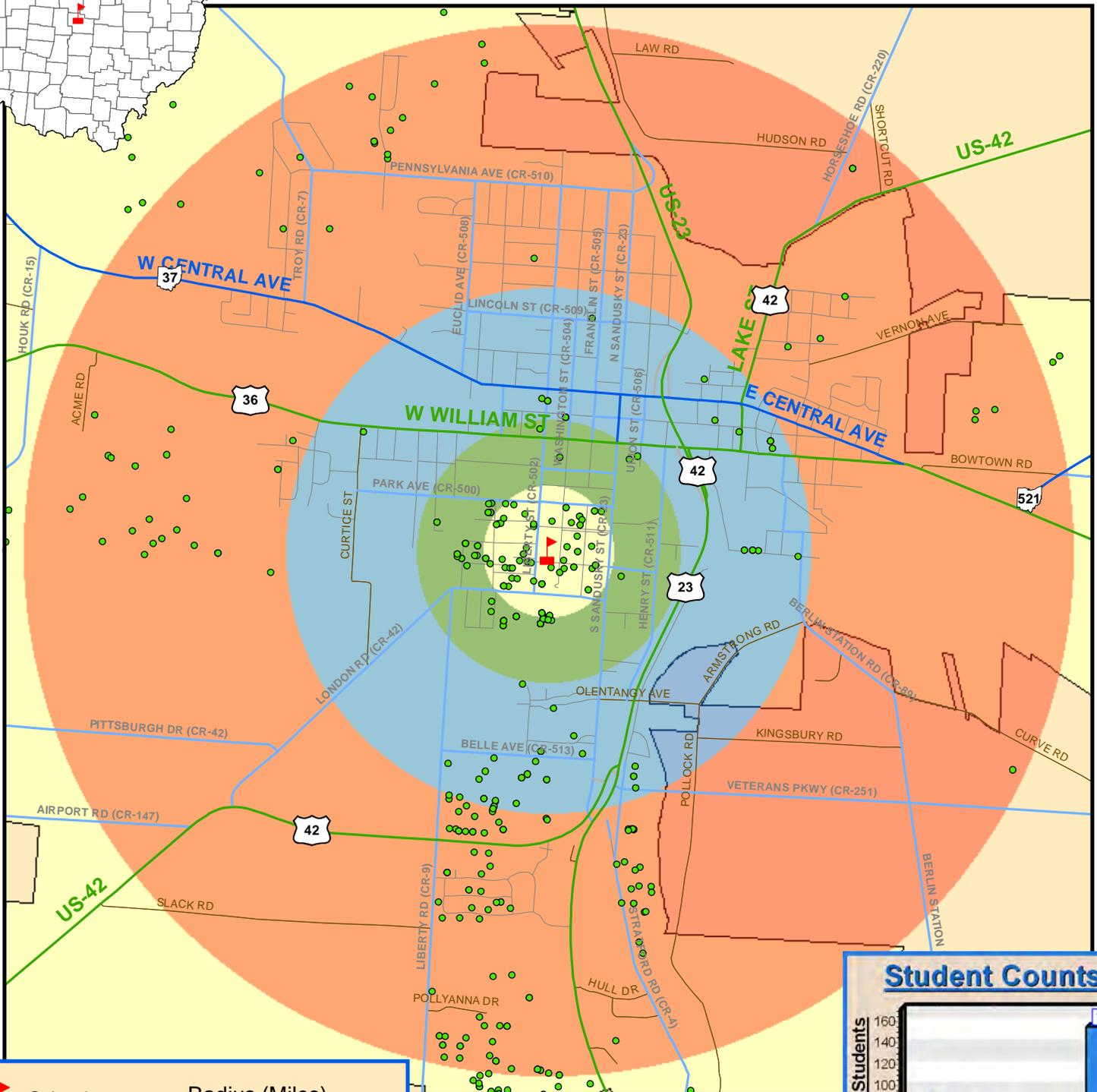
Total Enrollment = 412



Date: 10/9/2014

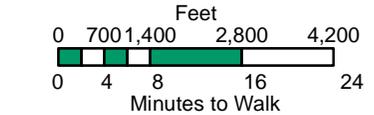
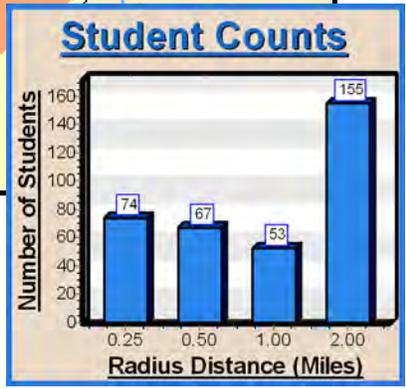


Laura Woodward Elem - Delaware City Schools - Delaware Co



School	Radius (Miles)
Students	0.25
Roads by Type	0.5
Interstate Route	1.0
US Route	2.0
State Route	City Boundary
Freeway Ramp	County Boundary
County Roads	State Boundary
Township Roads	

Total Enrollment = 420



Date: 10/7/2014



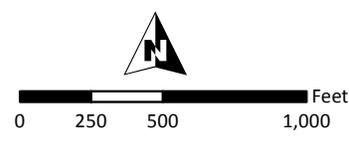


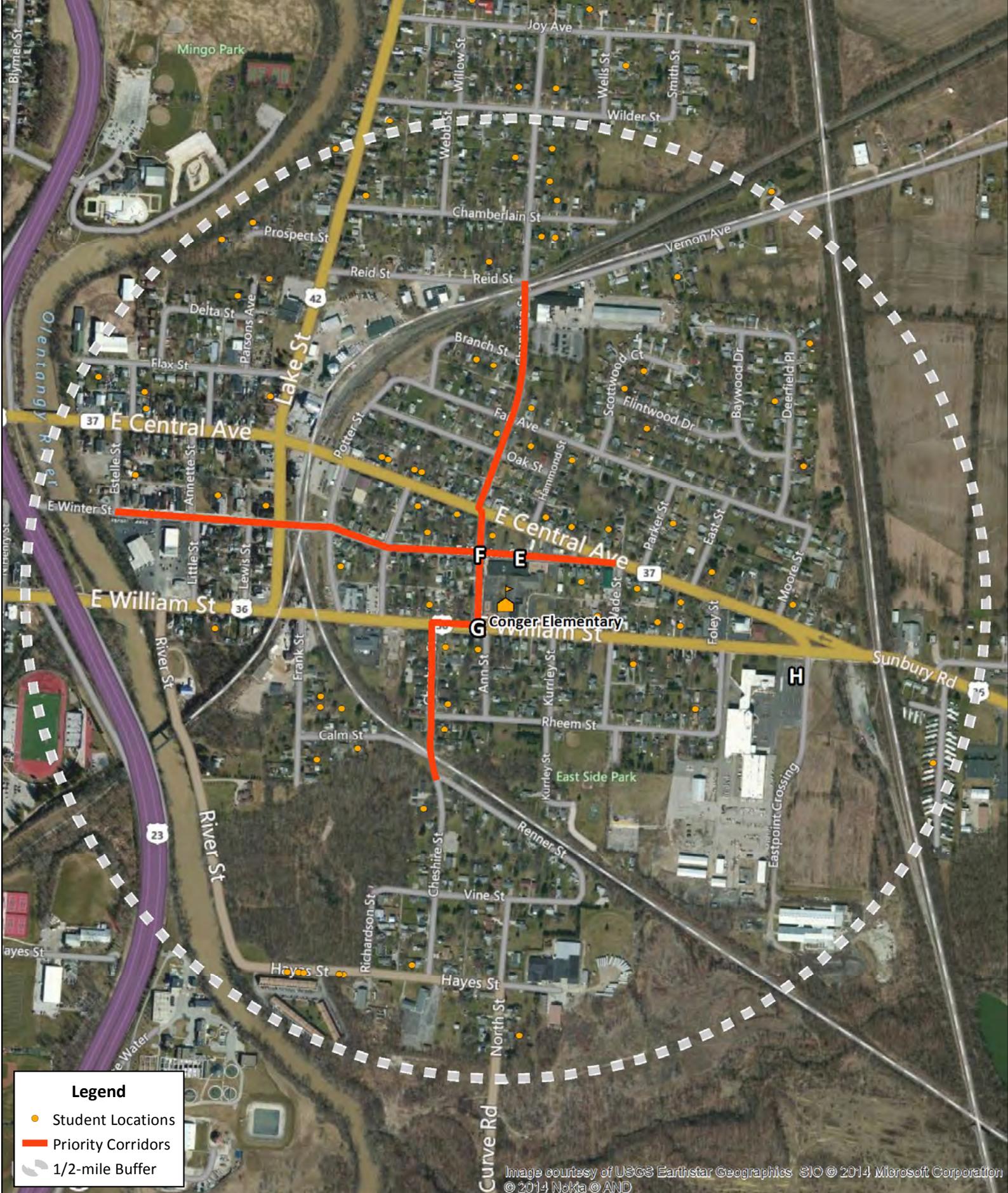
Legend

- Student Locations
- Proposed Multi-use Pathway
- Proposed Sidewalk
- Priority Corridors
- 1/2-mile Buffer

Image courtesy of USGS Earthstar Geographics SIO © 2014 Microsoft Corporation © 2014 Nokia © AND

Delaware City Schools - Carlisle Elementary Proposed Countermeasures



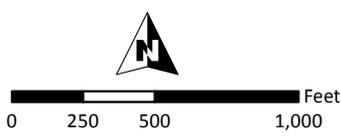


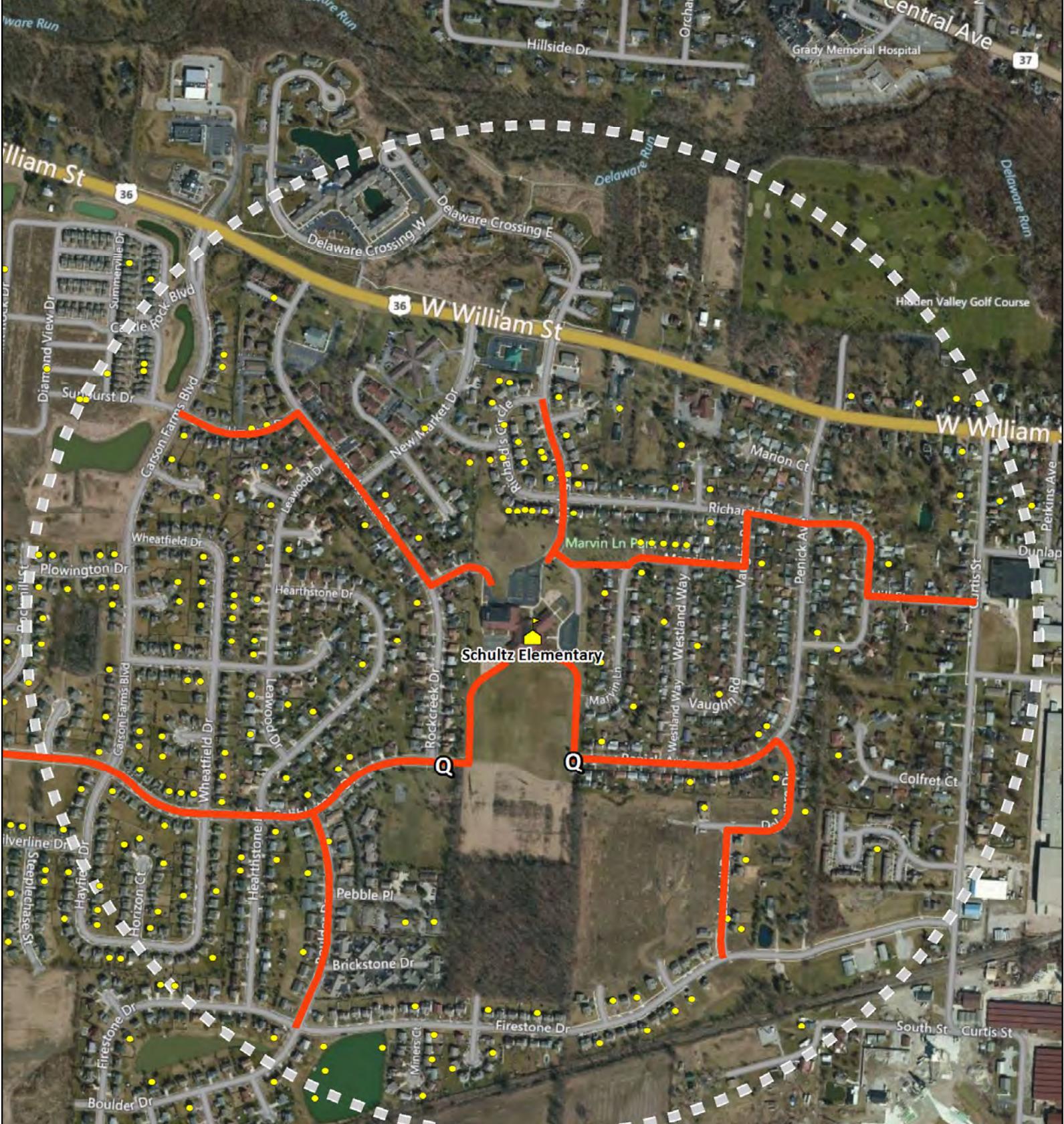
Legend

- Student Locations
- Priority Corridors
- 1/2-mile Buffer

Image courtesy of USGS Earthstar Geographics SIO © 2014 Microsoft Corporation © 2014 Nokia © AND

Delaware City Schools - Conger Elementary Proposed Countermeasures



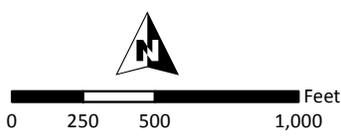


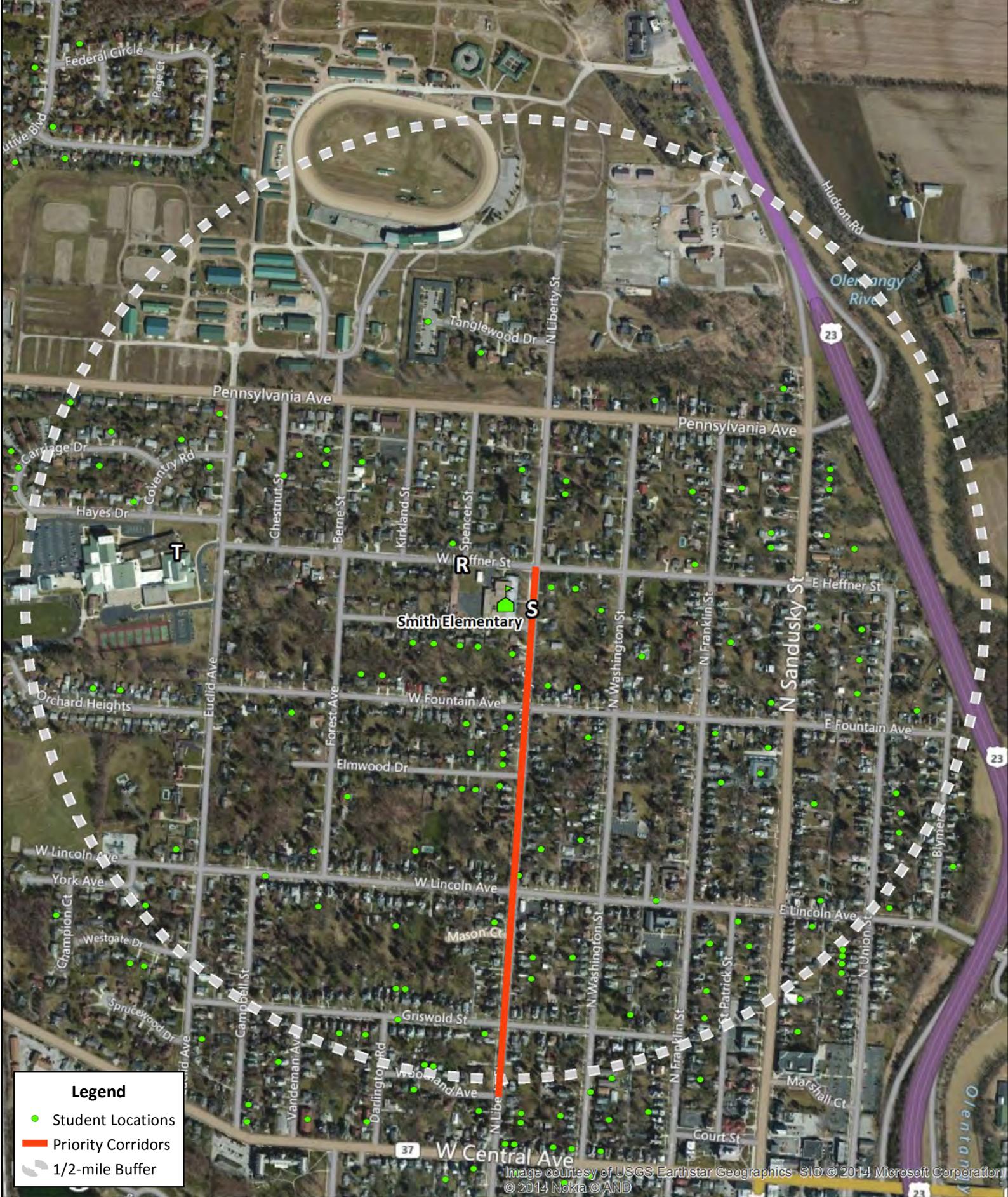
Legend

- Student Locations
- Priority Corridors
- 1/2-mile Buffer

Image courtesy of USGS Earthstar Geographics SIO © 2014 Microsoft Corporation © 2014 Nokia © AND

Delaware City Schools - Schultz Elementary Proposed Countermeasures



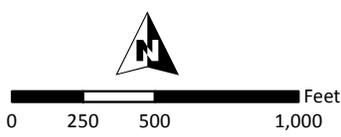


Legend

- Student Locations
- Priority Corridors
- 1/2-mile Buffer

Image courtesy of USGS Earthstar Geographics - SIO © 2014 Microsoft Corporation © 2014 Nokia © AND

Delaware City Schools - Smith Elementary Proposed Countermeasures



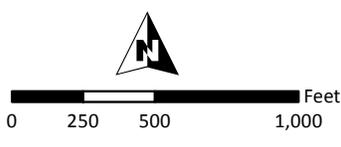


Legend

- Student Locations
- Priority Corridors
- 1/2-mile Buffer

Image courtesy of USGS Earthstar Geographics SIO © 2014 Microsoft Corporation © 2014 Noka © AND

Delaware City Schools - Woodward Elementary Proposed Countermeasures



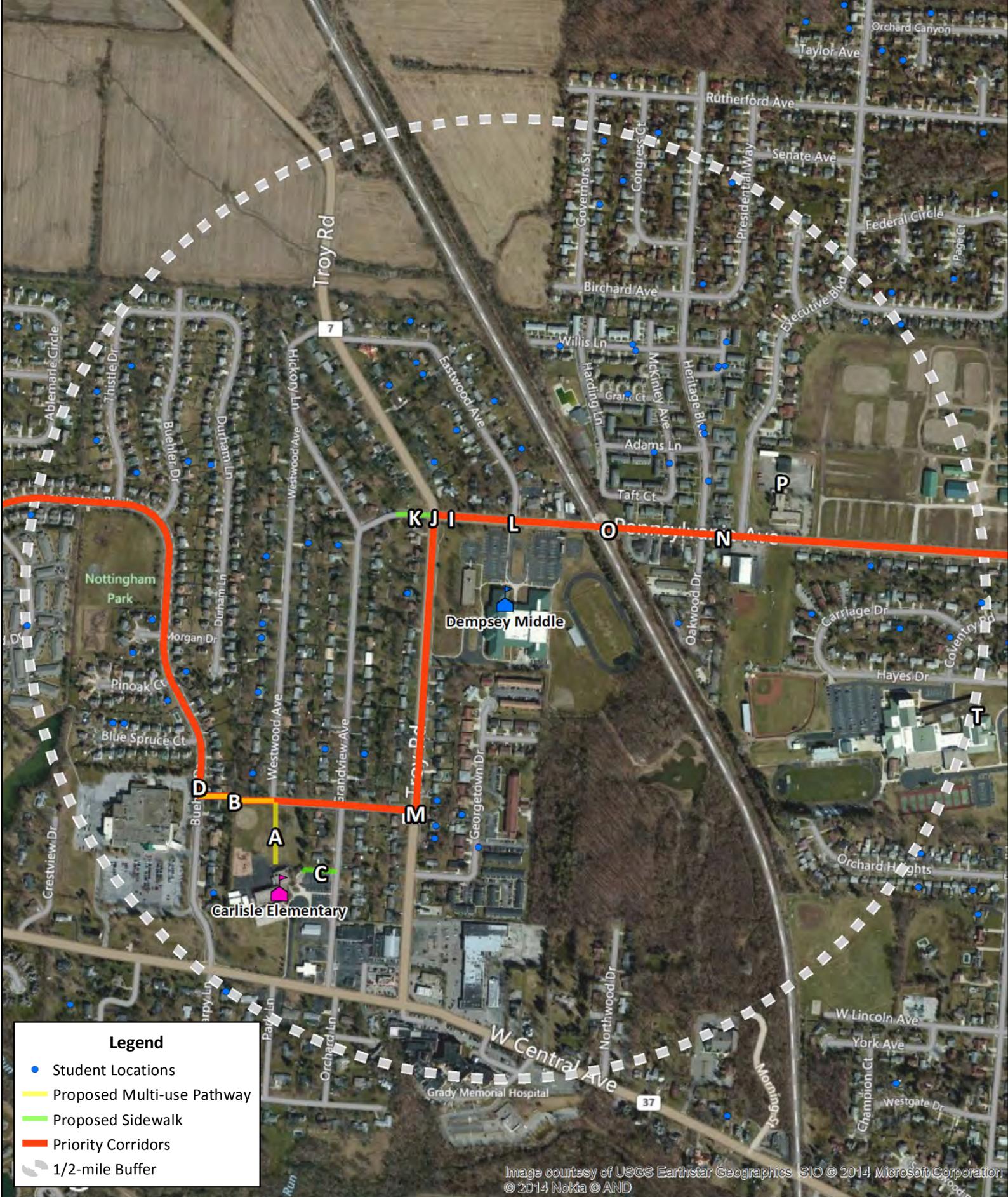
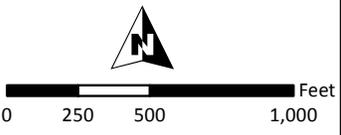


Image courtesy of USGS Earthstar Geographics SIO © 2014 Microsoft Corporation © 2014 Neka © AND

Delaware City Schools - Dempsey Middle Proposed Countermeasures



APPENDIX C: PUBLIC MEETING MATERIALS



Sign In Sheet

Name	Organization	Email	Phone
DAVID SHIPPS	TRANS SYSTEMS	DFSHIPPS@TRANSYSTEMS.COM	614-433-7800
Jason Sherman	DCS	shermaja@delawarecityschools.net	740-833-1880
Jason Abrams	DCS	abramsja@delawarecityschools.net	740-833-1800 ext. 2813
JERRY STEWART	DELAWARE CITY SCHOOLS	stewarje@delawarecityschools.net	740-833-1117
Susan Sutherland	Delaware Health	ssutherland@delawarehealth.org	740-203-2082
AC Dan Fuchs	DCS - Dempsey	fuchsda@delawarecityschools.net	740 513 1289

Delaware Safe Routes to School

School Travel Plan (STP) Meeting

December 8, 2014



Agenda

- ▶ **What is Safe Routes to School (SRTS)?**
- ▶ **Ohio's SRTS Program**
- ▶ **Delaware's School Travel Plan (STP)**
- ▶ **Questions?**

Delaware Safe Routes to School
December 8, 2014



National Safe Routes to School

- ▶ **International movement to promote active transportation**
- ▶ **Highway Transportation Bill since 2004**
- ▶ **Focuses on barriers/improvements to walking and biking**
 - Within 2 miles of any school (K-8 Students)
- ▶ **Funds for Infrastructure and Non-Infrastructure Projects**
- ▶ **Includes five components (5 E's)**
 - Education, Encouragement, Enforcement, Engineering, and Evaluation



Delaware Safe Routes to School
December 8, 2014



Ohio Safe Routes to School

- ▶ **Managed by ODOT**
 - Edie Charles – ODOT District 6 SRTS Coordinator
 - Goal: Encourage more students to walk/bike and make walking/biking routes safer for all users
- ▶ **School Travel Plan Process**
 - Documentation of a communities' intentions related to active transportation
 - ODOT assists communities
 - STP is a requirement for further funding requests
 - \$500,000 (Infrastructure) and \$30,000 (Non-Infrastructure) – for 2014

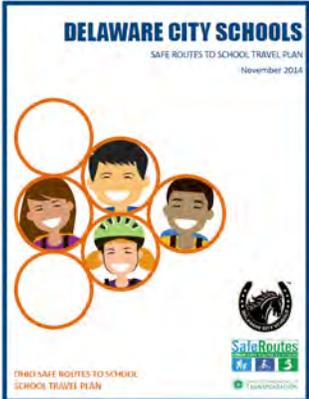


Delaware Safe Routes to School
December 8, 2014



Delaware's School Travel Plan

- ▶ **Next Steps**
 - Incorporate Public Comments
 - Finalize Countermeasures and Mapping
 - Action Plan (Prioritization and Responsible Party)
 - Endorsements
- ▶ **Final STP by end of December**
- ▶ **Funding Request in early 2015**
 - Both Infrastructure and Non-Infrastructure



The poster features the title 'DELAWARE CITY SCHOOLS SAFE ROUTES TO SCHOOL TRAVEL PLAN' and 'November 2014'. It includes illustrations of diverse children and a Safe Routes to School logo.

Delaware Safe Routes to School
December 8, 2014



Non-Infrastructure Countermeasures

- ▶ **Education**
 - Promote Safety City Program
 - Expand Bike Rodeo Program
 - Attend ODOT's Walking School Bus Training
 - Utilize ODOT's "Every Move You Make, Make It Safe" campaign materials
 - Host informational SRTS meeting for parents, neighbors, etc.
 - Host Operation Lifesaver Program
- ▶ **Encouragement**
 - Start a Walking School Bus Program
 - Participate in Walk and Bike to School Days
 - Develop mileage clubs and other classroom competitions
 - Explore Remote Drop-off/Pick-up locations at each school

Delaware Safe Routes to School
December 8, 2014



Non-Infrastructure Countermeasures

Enforcement

- Enforce School Zone speed limits at all schools
- Consider allocating School Zone fines to start an Adult Crossing Guard program and purchase materials necessary for program
- Enforce the removal of snow and other hazards and debris from sidewalks throughout the year

Evaluation

- Conduct Parent Surveys annually to track the program
- Conduct Student Travel Tallies seasonally to determine effective timeframes for encouragement technics

Infrastructure Countermeasures

District-wide Recommendations

- Add Flashing Beacon on back side of existing 20 MPH School Zone Flashing Beacons
- Add Speed Feedback signs on all 20 MPH School Zone poles



Questions?

David Shipps
TranSystems Corporation
dfshipps@transystems.com
(614) 433-7821

Delaware Safe Routes to School
December 8, 2014



**Delaware City Schools
Proposed Countermeasures**

A, B: Multi-use pathway.

C: Add sidewalk, move crossing location.

D, H, P, Q, T: Remote drop-off/pick-up location.

E: Raised crosswalk with appropriate signage.

F: Raised intersection.

G: Add pedestrian countdown timers.

I, O, R: Add or relocate 20 MPH flashing school zone beacons.

J: Add curbs and sidewalks.

K: Add sidewalk.

L: Upgrade crossing.

M, N, V: Add RRFB.

S: Add street lighting.

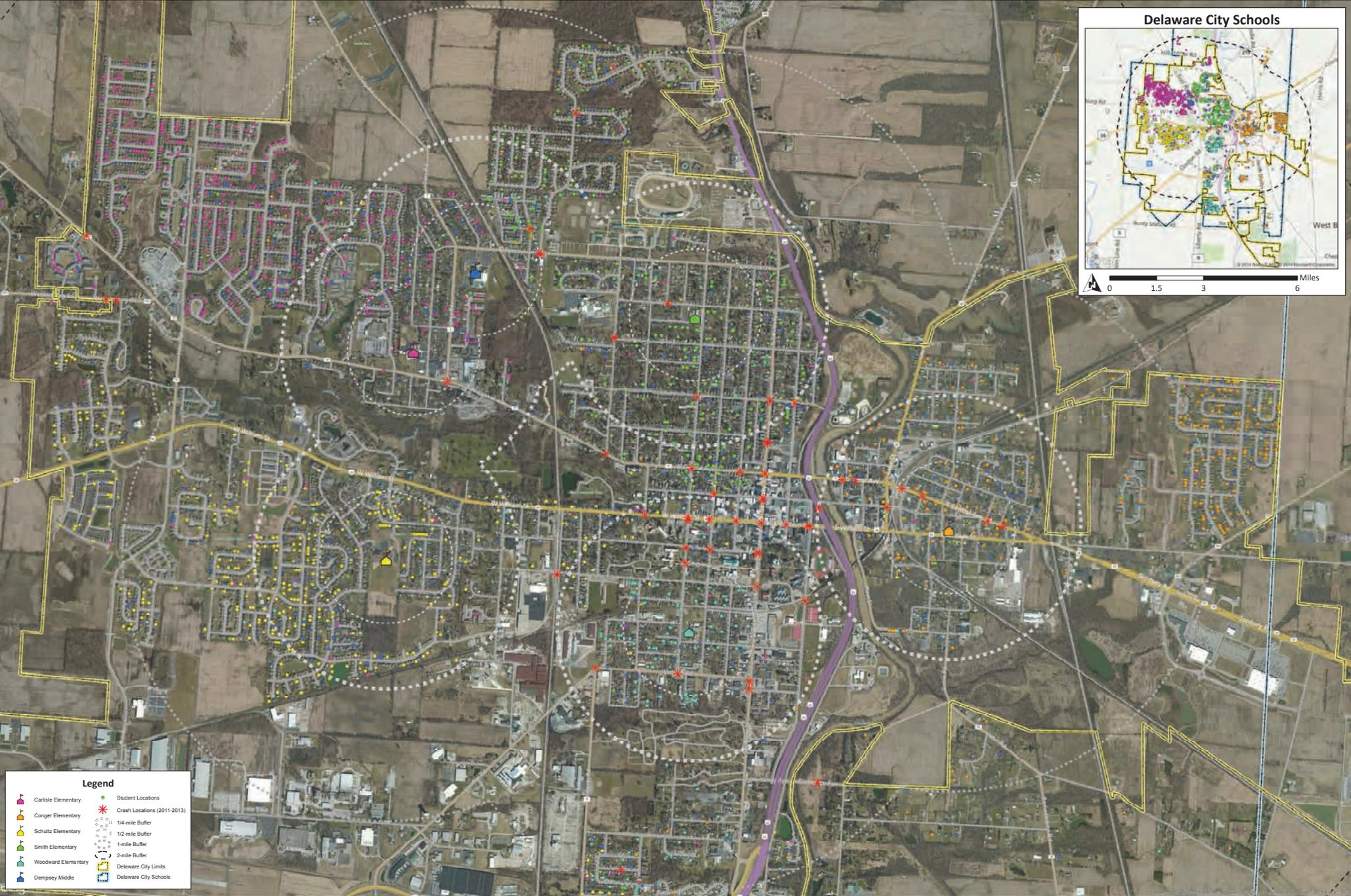
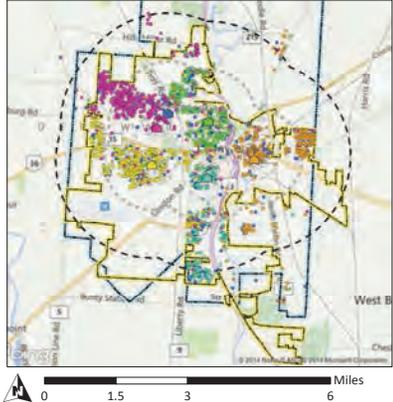
U: Enhance crosswalk with paint and signage; consider a raised crosswalk.

W: Enhance crosswalk with paint and signage.

- Legend**
- Proposed Multi-use Pathway
 - Proposed Sidewalk
 - Priority Corridors
 - 1/4-mile Buffer
 - 1/2-mile Buffer
 - 1-mile Buffer



Delaware City Schools



Legend

	Carlisle Elementary		Student Locations
	Conger Elementary		Crash Locations (2011-2013)
	Schultz Elementary		14-mile Buffer
	Smith Elementary		12-mile Buffer
	Woodward Elementary		1-mile Buffer
	Dempsey Middle		2-mile Buffer
	Delaware City Limits		Delaware City Schools



MEMORANDUM

TO: CITY COUNCIL; TOM HOMAN, CITY MANAGER
FROM: SEAN HUGHES, ECONOMIC DEVELOPMENT DIRECTOR
DATE: 2/9/2017
RE: ENTREPRENEUR CENTER PROJECT UPDATE

We have completed initial design concepts for both the City's building known as the former Delaware Gazette Building as well as the Winter St. portion of the Willis school building. The initial estimates indicate that the renovations for each building will be very close in costs, however, with the Willis building the Entrepreneur Center would have access to over twice the square footage as it would with the Gazette building.

Recently, we were contacted by another Entrepreneur Center partner about possibly evaluating another building for a potential site for the Center. We are currently working with Triad Architects to produce similar concept plans for this third building.

Once we have all design concepts completed, we will then gather the original Entrepreneur Center working group that helped to develop a draft business plan to evaluate the options and develop a recommendation for a final facility to all partners on that particular building including City Council. This working group is comprised of myself, our Economic Development Specialist, as well as representatives from Ohio Wesleyan University's Woltemade Center, people who have worked on the establishment of other similar entrepreneur centers and actual entrepreneurs. As mentioned before, this project will require significant private investment, so this group also will assist in developing a capital campaign to finance renovations. The project should essentially be primarily privately funded. With this being said, we also are exploring the re-establishment or re-creation of our Community Improvement Corporation (CIC) as a potential oversight entity. CICs give communities the opportunity to easily combine public and private funds to complete economic development related projects. They also provide cost savings on things such as prevailing wage, etc.

We will continue to keep you updated as we progress through this exciting project. Please do not hesitate to let me know if you have any questions. Attached are exhibits of the Gazette Building concept plan as well as the Willis Building Concept plan.

ATTACHMENTS:

Gazette Building Concept Plan
Willis Building Concept Plan



CITY OF **DELAWARE**



CITY HALL AND GAZETTE BUILDING RENOVATIONS
SCHEMATIC DESIGN REPORT

TRIAD ARCHITECTS

463 N. High Street, Suite 2B | Columbus, OH 43215

T: [614.942.1050](tel:614.942.1050) | F: [614.942.1059](tel:614.942.1059) | E: INFO@TRIADARCHITECTS.COM

www.triadarchitects.com

EXECUTIVE SUMMARY

The City of Delaware owns two properties adjacent to City Hall - the former Delaware Gazette Building and an historic home that previously served as the City's engineering office.

The purpose of this plan is to program these spaces in conjunction with plans to renovate portions of City Hall to create a Civic Campus that better serves city staff and residents and that stimulates economic development in the Delaware Region.

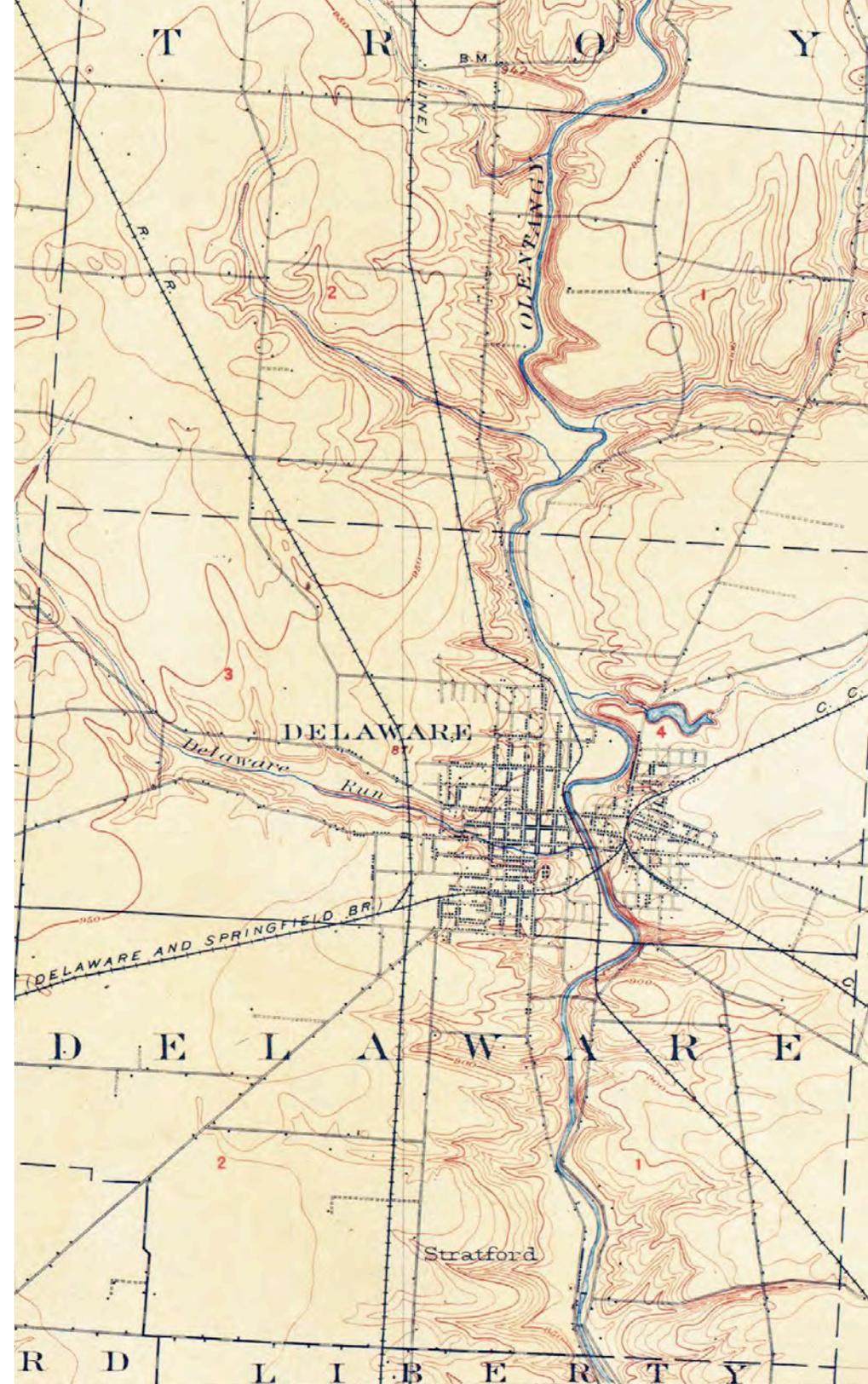
TRIAD analyzed past plans and engaged city staff and small business stakeholders to understand their needs and to define the program of requirements for each space.

The first floor of the Gazette Building will be home to a new Entrepreneur Center that features shared and private office space (including conference space and shared print/copy resources) for small businesses, business organizations and economic development professionals.

The second floor of the Gazette Building will be connected to the existing administrative offices on the second floor of City Hall with a new pedestrian bridge. These spaces have been designed to be efficient, comfortable and safe for both staff and residents. A new services counter and additional conference space provide ample room for plan review and meetings.

Uses and updates for the first floor of City Hall and former engineering building are still under consideration, and will be, to some degree, dependent on programming choices for the other areas. Our budget allows for office, conference or flex use as well as general updates in these spaces.

While each individual update would add value to both the City and its residents, the impact is amplified exponentially when considering all of the projects as functions of an interconnected Civic Campus that will bring people together and drive economic development well into the future.



SITE PLAN

The site, located at the corner of Sandusky Street and Wililam Street, is comprised of three parcels:

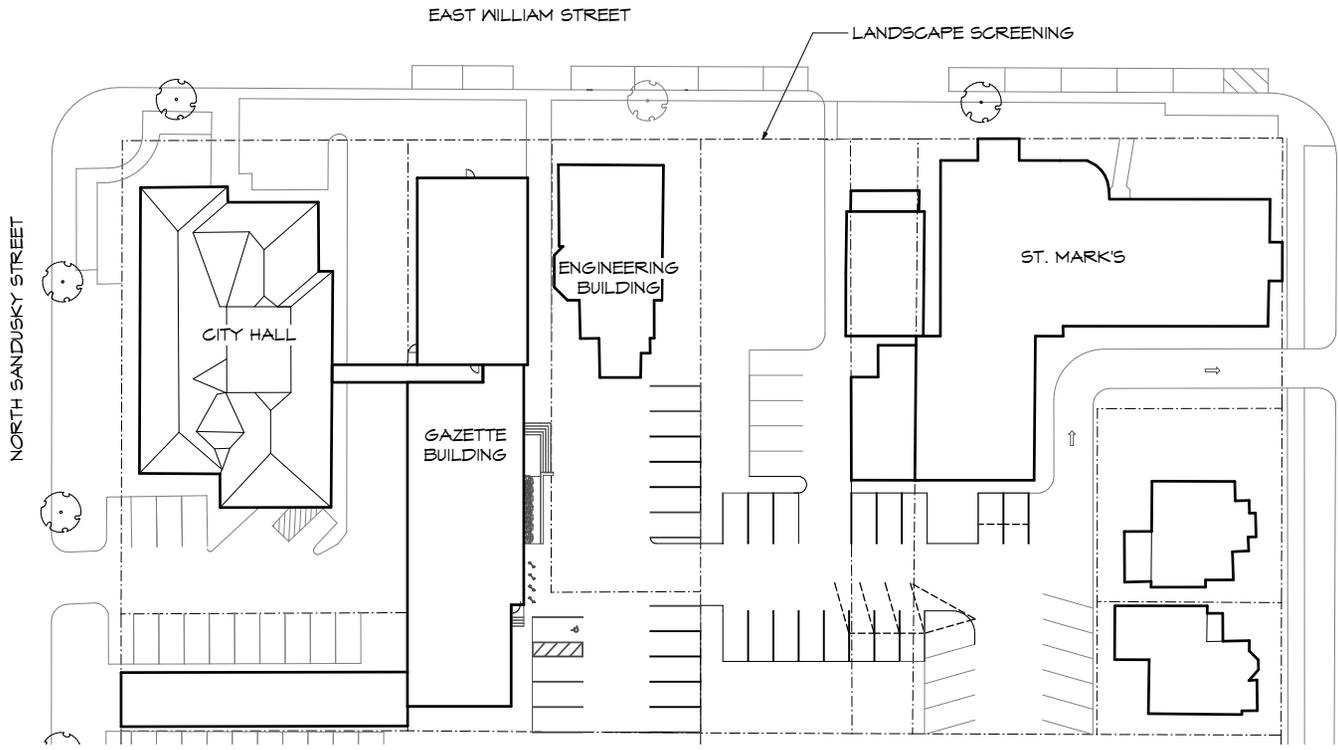
- 1 S Sandusky Street - Delaware City Hall
- 18 W William Street - Former Delaware Gazette Building
- 20 W William Street - Former Engineering Building

The proposed site plan addresses vehicle circulation and parking issues by reconfiguring traffic flow in cooperation with St Mark's. The changes result in a net gain of six parking spaces. Landscaping will screen the parking from the street.

The plan also proposes a pedestrian bridge connecting the second floor of the Gazette Building to City Hall. In addition to creating synergies between building uses, this design leverages the existing elevator at City Hall for Gazette Building users, negating the need for a new elevator to serve that building.

PARKING QUANTITIES		
	CITY	ST. MARK'S
EXISTING	21	17
DEMOLISHED	(6)	(4)
NEW	0	16
NET GAIN (LOSS)	(6)	12
TOTAL	15	29

LEGEND	
-----	PROPERTY LINE
-----	DEMOLISH ITEM
————	NEW
————	EXISTING TO REMAIN



① ARCHITECTURAL SITE PLAN
1" = 20'-0"

DELAWARE GAZETTE
18 EAST WILLIAM STREET
DELAWARE, OHIO 43015



463 N High St, Suite 2B
Columbus, OH 43215
Phone: (614) 942-1050
Fax: (614) 942-1059
main@triadarchitects.com

SCHEMATIC DESIGN 8/26/2016

Drawn by: PMM
Checked by: ZP
Commission Number: 1610

A0.0
SITE PLAN

8/26/2016 PMM

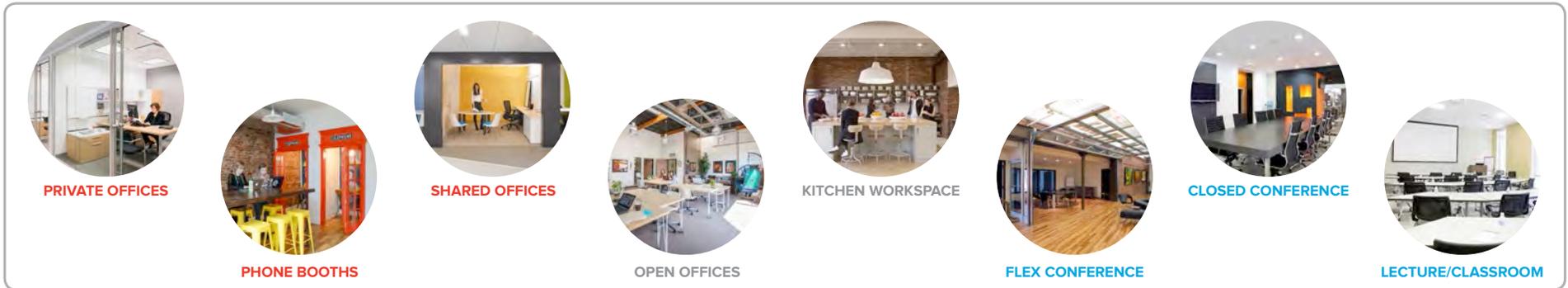
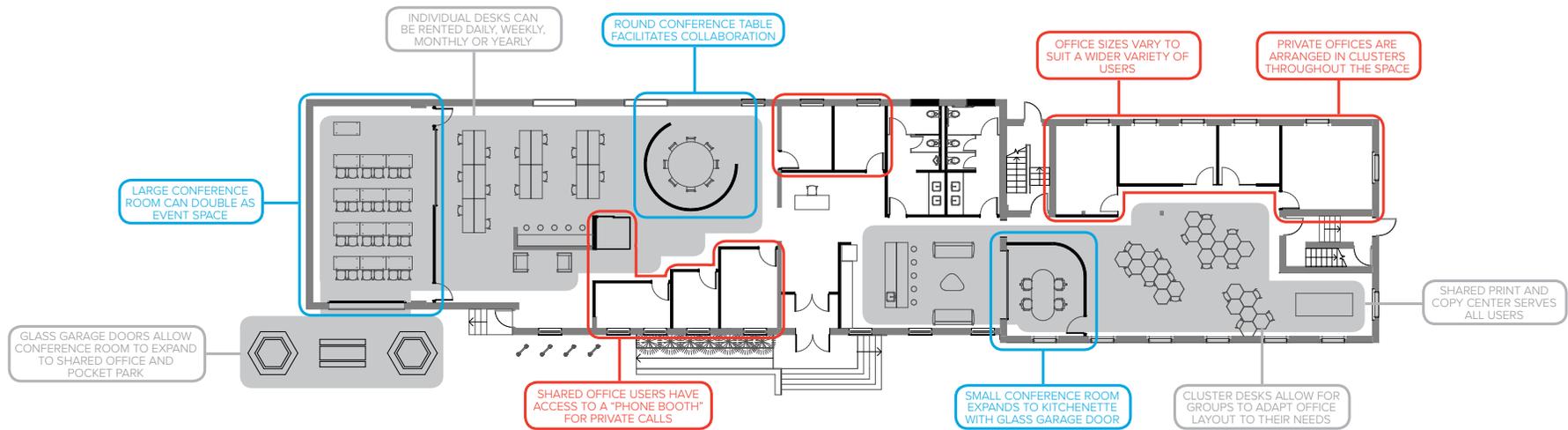
CONSULTING FIRM: TRIAD ARCHITECTS

ENGINEER: GAT/PA

NO. 00 - DELAWARE GAZETTE

SCHEMATIC FLOOR PLAN | ENTREPRENEUR CENTER

The Entrepreneur Center is located on the first floor of the Gazette Building. It will function as an economic development engine for the region by providing office space for entrepreneurs, business organizations and economic development entities. It will feature a flexible layout that combines shared and private facilities and that encourages spontaneous interaction amongst users.



SCHEMATIC FLOOR PLAN | **CITY HALL SECOND FLOOR**

The second floor at City Hall will be renovated and expanded into the second floor of the Gazette Building through a new pedestrian bridge. The updates will improve interactions between residents and staff.

For residents, an improved traffic flow will guide them to the proper area, and a large new service counter and new huddle rooms will provide ample space for plans to be reviewed.

For staff, an improved layout featuring a combination of private and open offices will improve efficiency. Extra storage (including flat storage) and new conference rooms have been provided.



2 SECOND FLOOR PLAN
1/8" = 1'-0"

DELAWARE CITY HALL
CITY OF DELAWARE



483 N High St, Suite 216
Columbus, OH 43215
Phone: (614) 942-1050
Fax: (614) 942-1053
info@triadarchitects.com

A1.0
OPTION 2

OPINION OF PROBABLE COST

GAZETTE BUILDING | 18 E WILLIAM STREET FIRST FLOOR - ENTREPRENEUR CENTER

CONSTRUCTION COSTS	UNIT	QTY	UNIT \$	
COST PER SQUARE FOOT	SF	7000	115.00	805,000.00
DESIGN CONTINGENCY	%		(5.0%)	40,250.00
EXPECTED BID COST				845,250.00
CONSTRUCTION CONTINGENCY	%		(5.0%)	42,262.50
CONSTRUCTION COST BUDGET				887,512.50

NON-CONSTRUCTION COSTS

ENVIRONMENTAL STUDIES, CONSTRUCTION TESTING, BUILDERS RISK INSURANCE, PERMITTING, DESIGN PROFESSIONALS, LEGAL, ETC	%		(14.0%)	124,251.75
FURNITURE / FIXTURES / EQUIPMENT	SF		40.00	280,000.00
NON-CONSTRUCTION COST BUDGET				404,251.75

TOTAL PROJECT BUDGET

\$1,291,764.25

GAZETTE BUILDING | 18 E WILLIAM STREET SECOND FLOOR - FUTURE EXPANSION

CONSTRUCTION COSTS	UNIT	QTY	UNIT \$	
COST PER SQUARE FOOT	SF	2386	115.00	274,390.00
DESIGN CONTINGENCY	%		(5.0%)	13,719.50
EXPECTED BID COST				288,109.50
CONSTRUCTION CONTINGENCY	%		(5.0%)	14,405.48
CONSTRUCTION COST BUDGET				302,514.98

NON-CONSTRUCTION COSTS

ENVIRONMENTAL STUDIES, CONSTRUCTION TESTING, BUILDERS RISK INSURANCE, PERMITTING, DESIGN PROFESSIONALS, LEGAL, ETC	%		(14.0%)	42,352.10
FURNITURE / FIXTURES / EQUIPMENT	SF		30.00	71,580.00
NON-CONSTRUCTION COST BUDGET				113,932.10

TOTAL PROJECT BUDGET

\$416,447.07

DELAWARE CITY HALL | 1 S SANDUSKY STREET
SECOND FLOOR AND PARTIAL FIRST FLOOR RENOVATION

CONSTRUCTION COSTS	UNIT	QTY	UNIT \$	
COST PER SQUARE FOOT	SF	9993	75.00	\$749,475.00
DESIGN CONTINGENCY	%		(5.0%)	\$37,473.75
EXPECTED BID COST				\$786,948.75
CONSTRUCTION CONTINGENCY	%		(5.0%)	\$39,347.44
CONSTRUCTION COST BUDGET				\$826,296.19

NON-CONSTRUCTION COSTS

ENVIRONMENTAL STUDIES, CONSTRUCTION TESTING, BUILDERS RISK INSURANCE, PERMITTING, DESIGN PROFESSIONALS, LEGAL, ETC	%		(14.0%)	\$115,681.47
FURNITURE / FIXTURES / EQUIPMENT	SF		25.00	\$249,825.00
NON-CONSTRUCTION COST BUDGET				\$365,506.47

TOTAL PROJECT BUDGET **\$1,191,802.65**

ENGINEERING BUILDING | 20 E WILLIAM STREET
UNIDENTIFIED USE

CONSTRUCTION COSTS	UNIT	QTY	UNIT \$	
COST PER SQUARE FOOT	SF	2386	125.00	377,000.00
DESIGN CONTINGENCY	%		(5.0%)	18,850.00
EXPECTED BID COST				395,850.00
CONSTRUCTION CONTINGENCY	%		(5.0%)	19,792.50
CONSTRUCTION COST BUDGET				415,642.50

NON-CONSTRUCTION COSTS

ENVIRONMENTAL STUDIES, CONSTRUCTION TESTING, BUILDERS RISK INSURANCE, PERMITTING, DESIGN PROFESSIONALS, LEGAL, ETC	%		(14.0%)	\$58,189.95
FURNITURE / FIXTURES / EQUIPMENT			NOT INCLUDED	
NON-CONSTRUCTION COST BUDGET				\$58,189.95

TOTAL PROJECT BUDGET **\$473,832.45**

GRAND TOTAL: \$2,900,013.98

ENGINEERING REPORTS

CITY OF DELAWARE – CIVIC CAMPUS RENOVATIONS

City Hall

1 South Sandusky Street

Delaware, Ohio 43015

A. Fire Protection

Description: A fire sprinkler system and fire extinguishers were witnessed throughout the second floor of the building.



Figure FP1 Sprinkler Head and Fire Extinguisher

Recommendations: Relocate sprinkler heads as needed to achieve proper coverage if walls are adjusted.

B. Plumbing

Description: The second floor of this building has two multi-use restrooms, a drinking fountain, a conference room sink, mop sink, and a kitchenette.



Figure P1 Drinking Fountain



Figure P2 Conference Room Sink

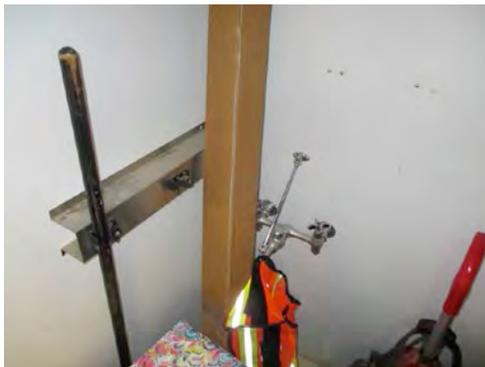


Figure P3 Mop Sink



Figure P4 Kitchenette

Recommendations: No changes recommended for the second floor plumbing.

C. HVAC

Description: The HVAC system on the second floor was recently renovated and is served by a mixture of Air-Handling Units with Terminal Boxes, Fan Coil Units, and Hot Water Baseboard Heaters. Approximately twelve (12) individual thermostats are located throughout the floor.



Figure H1 Typical Air Devices

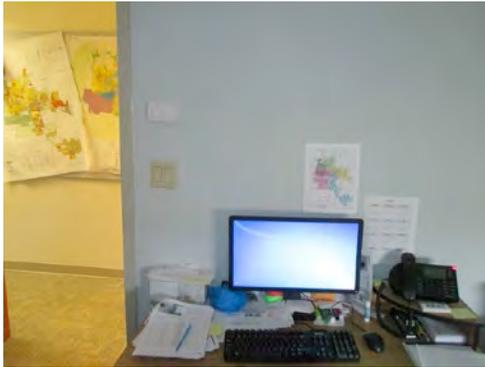


Figure H2 Typical Office Thermostat

Recommendations: Relocate air devices and thermostats as needed to correspond to adjusted wall locations.

CITY OF DELAWARE – CIVIC CAMPUS RENOVATIONS

City Hall

1 South Sandusky Street

Delaware, Ohio 43015

D. Electrical

1. Power Distribution

Description: The existing Panelboard P2 (200 amps, 208/120 volts, 3 phase) serving the second floor is in good serviceable condition. Per visual inspection, it has seven spare 20 amp, 1 pole breakers.



Figure E1 Panelboard P2 (double tub) on second floor

Recommendations: Utilize existing spare breakers for new circuits as required in future space renovations.

2. Wiring Devices

Description: Toggle switches and 20 amp receptacles used throughout the spaces appear to be in good condition. Devices and thermoplastic coverplate are typically ivory color.

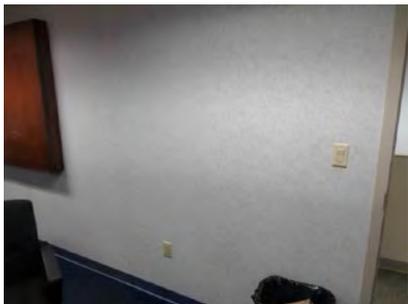


Figure E2 Switch and receptacle in existing conference room.

Recommendations: Add occupancy sensors for lighting controls in future space renovations.

3. Lighting

Description: Most interior lighting fixtures are T8 fluorescent type with parabolic diffusers.



Figure E3 Fluorescent fixture in conference room

Recommendation: Retrofit or replace existing interior fluorescent fixtures with energy efficient LED type, in combination with automatic lighting controls for maximum savings and to expedite payback.

4. Emergency Lighting and Backup Power

Description: Emergency egress and exit lighting consists of battery-backup units. Egress and exit light fixtures are polycarbonate fixtures. Exit signs are LED type with red letters.



Figure E4 Egress light and Exit sign at egress door

Recommendation: Replace egress light with LED type in future renovated spaces.

5. Fire Alarm System

Description: The existing fire alarm system is a Simplex 4002 system. The system is in good functioning condition but antiquated. The system has an external dialer for report to a Central Station, and appears to be regularly tested.

Fire alarm devices throughout the building consists of manual pullstations and horn/strobe notification devices.



Figure E5 Fire Alarm panel in basement electrical room



Figure E6 Typical fire alarm horn/strobe

Recommendation: Replace antiquated Fire Alarm system with a modern digital, addressable system.

Provide duct smoke detectors in all HVAC equipment rated above 2000cfm.

CITY OF DELAWARE – CIVIC CAMPUS RENOVATIONS

Gazette Building
18 East William Street
Delaware, Ohio 43015

A. Fire Protection

Description: No sprinkler system was witnessed anywhere in this building.

Recommendations: Install a sprinkler system or provide adequate number Fire Extinguishers throughout the building.

B. Plumbing

1. Water Service Entrance

Description: The domestic water service entrance, located in the north wall of the basement, is missing a backflow preventer and therefore is not code compliant.



Figure P1 Water Service Entrance, Basement

Recommendations: Replace Water Service Entrance with Code Compliant system and sized to handle the building's new demand.

2. Domestic Water Systems

Description: There are two Electric Hot Water Heaters that serve this building. An A.O. Smith (mfg date 1993) is located on the first floor and a RUUD (mfg date 2003) in the basement. The basement also contains a Gas-Fired Water Heater that has been disconnected.



Figure P2 Electric Water Heater, First Floor



Figure P3 Electric Water Heater, Basement



Figure P4 Gas-Fired Water Heater, Basement (disconnected)

Recommendations: Replace entire plumbing system including all Water Heaters, hot and cold water piping and sanitary piping. Install a properly sized hot water system (with recirculating pump), cold water piping and sanitary piping to match the future design and layout. All existing sanitary piping shall be replaced with hubless cast iron. All supply water piping shall be replaced with copper piping.

3. Natural Gas System

Description: The facility uses Natural Gas for building heat.

Recommendation: Depending on the source for Domestic Water heating and building heating, revise or remove the Natural Gas system. Any existing to remain exterior gas piping shall have the rust removed and paint the gas pipe.

4. Storm Drain System

Description: The building is equipped with gutters and scuppers in lieu of roof drains.

Recommendations: There are no issues with the type of storm drain system used. However, ponding of water was witnessed on the roof.

5. Sump Pump

Description: A Sump Pump is located in the northwest corner of the basement and discharges out of the west wall.



Figure P5 Sump Pump, Basement

Recommendations: Replace the Sump Pump, add a vent, and add a service valve.

C. HVAC

Description: The building is equipped with six (6) HVAC systems located throughout the building.

Abandoned steam piping throughout the building was witnessed, including piping connected to perimeter radiators.



Figure H1 Steam Radiators, Abandoned



Figure H2 Steam Condensate Pipe, Cut and Abandoned

The first floor has a residential-style Trane unit with gas heat and direct expansion (DX) cooling (mfg date 2002). The associated condensing unit is located on the high roof (mfg date 2003). The south area of the first floor has a hung gas-fired Reznor heater as well as a hung heating and ventilating Air-Handling Unit (AHU). The AHU has abandoned steam piping serving the unit.



Figure H3 Trane Unit, First Floor



Figure H4 Trane Condensing Unit, High Roof



Figure H5 Reznor Heater, First Floor



Figure H6 Heating and Ventilating AHU, First Floor

The basement has a hung, DX cooling-only, Lenox Fan Coil Unit (mfg date 1986) serving the south area. The associated Lenox condensing unit is mounted to the west exterior of the building. The central area of the basement is served by a residential-style, heating-only, Trane unit with gas heat. The north area of the basement is served by a ventilating AHU with abandoned steam piping.



Figure H7 Lenox Fan Coil Unit, Basement



Figure H8 Lenox Condensing Unit, West Exterior



Figure H9 Trane Unit, Basement



Figure H10 Heating and Ventilating AHU, Basement

The second floor of the building is served by a single residential-style Comfort Aire unit with gas heat and DX

cooling. The associated Comfort Aire condensing unit is located on the high roof.



Figure H11 Comfort Aire Unit, Second Floor



Figure H12 Comfort Aire Condensing Unit, High Roof

A Trane Roof-Top Unit (RTU) is located on the low roof and serves the majority of the south portion of the first floor (mfg date 2002).



Figure H13 Trane RTU, Low Roof

An Exhaust Fan is located on the low roof that exhausts air from a portion of the first floor.



Figure H14 Exhaust Fan, Low Roof

Recommendations: Replace all HVAC systems and install a new, energy efficient system to adequately condition and ventilate the new space layout and usage.

CITY OF DELAWARE – CIVIC CAMPUS RENOVATIONS

Gazette Building

18 East William Street

Delaware, Ohio 43015

D. Electrical

1. Power Distribution

Description: The building has three electrical service sources at 208/120 volts, 3 phase.

Two sources enter the building via the basement electrical room. One source appears to serve the utility space in the back of the building.

Most of the electrical branch distribution (i.e. conductors, panelboards, disconnect switches) is antiquated.



Figure E1 Service Entrance equipment in Basement Electrical Room



Figure E2 Electrical panelboard and disconnect switch

Recommendations: Replace the electrical service and consolidate to a single service with sufficient capacity to serve the whole building.

Replace all panelboards and branch circuit wiring.

2. Wiring Devices

Description: Devices are typically in poor condition, and are mismatched in mounting (surface vs recessed), colors and materials (steel vs plastic covers). Receptacles are 15 amp type.



Figure E3 Mix of recessed and surface mounted receptacles.

Recommendations: Replace all receptacles with 20 amp type with matching covers. Replace all light switches with occupancy sensor type.

3. Lighting

Description: Interior light fixtures are typically fluorescent type, and are in poor condition.

Exterior fixtures are incandescent and HID types, and are in poor condition.



Figure E4 Recessed fluorescent fixture



Figure E5 Industrial fluorescent fixtures in back room



Figure E6 Exterior incandescent fixture



Figure E7 Exterior HID fixture

Recommendation: Replace existing fluorescent fixtures with energy efficient LED type, in combination with automatic lighting controls for maximum savings and to expedite payback.

Replace existing exterior lighting with full cut-off LED type. LED fixtures shall have distribution that minimizes light trespass beyond facility compound.

4. Emergency Lighting and Backup Power

Description: Building mostly lacks illuminated exit and egress lighting (with 90 minutes backup power source). This is a life safety code violation.



Figure E8 No exit sign or egress lighting at front entry door



Figure E9 Cardboard exit sign at back door

Recommendation: Provide LED exit and emergency lights with battery backup to meet current code requirements.

Provide exterior egress lighting on battery backup.

5. Fire Alarm System

Description: The building does not have a fire alarm system.

Recommendation: Building code does not require a business "B" building use group to have a fire alarm system. If a system is desired, install a digital, addressable fire alarm system with manual pullstations, horn/strobe notification devices, smoke and duct detectors as necessary, and a digital communicator for dialing out to a monitoring service.

CODE REVIEW

- The building is and will remain a “B” use.
- The construction classification is VB.
- Occupant Load:
 - Basement: 24
 - First Floor: 76
 - Second Floor: 24
- No sprinkler system is required. If the project was a change of use, the building would require sprinklers because it has no windows.
- No fire alarm system is required.
- Fire extinguishers per OBC 906 will be required.
- If any combustible storage over 12'-0” tall is put in the basement it will need to comply with the high-pile combustible storage requirements.
- Exterior walls touching other buildings and walls where the bridge interacts with the building will need to be 2 HR rated. The existing exterior walls likely comply.
- Shaft walls will need to be 1 HR.
- Required Exits:
 - Basement: 1
 - First Floor: 2
 - Second Floor: 1
- If the building was a change of use, the stair widths would need to be 48” wide.
- Corridors need to be 44” wide.
- Aisles between furniture need to be 36” wide.
- Maximum common travel path is 75'-0”.
- Maximum travel distance is 200'-0”.
- Miscellaneous other egress components will be required: illumination, signage, etc.
- All altered portions of the building will need to be accessible. 20% of the cost will need to be applied to making the building accessible. This may require an accessible route to the basement if put into service.





DELAWARE ENTREPRENEUR CENTER

REGIONAL ECONOMIC DEVELOPMENT ENGINE

SUMMARY

Did you know that almost 80% of small businesses are self-employed individuals? Or that in the United States, there are over 4.5 million firms with under ten individuals?

Small business is the backbone of our economy, and communities around the country are recognizing that providing office space and mentorship to entrepreneurs can increase the rate of small business growth.

The most successful incubators combine modern, attractive office space - competitive with the private market - combined with access to economic development tools and networks of peers.

The Delaware Entrepreneur Center will be a hub for innovation for the entire Delaware Region.

The program includes a variety of workspace options (co-working, shared offices and large offices), a coffee lounge/print center, and a variety of private meeting spaces, all connected by flex lounge space that encourages spontaneous interaction. This interaction is what builds a strong entrepreneurial community by forging connections between people and ideas that otherwise may not have collided.

The basement could house a makerspace for both low and high tech inventors, crafters and artists.

Placemaking around the exterior - including landscaping, seating and public art - will attract attention and provide active outdoor space for both members and the general public.

To be attractive to entrepreneurs and telecommuters, amenities should include modern fixtures and furnishings, high speed Internet, 24-hour key-card access, office supplies, coffee/beverages, healthy snacks, and business services including accounting, legal assistance, marketing and general business management and strategy.



CODE REVIEW

BUILDING

- The building is roughly 5,600 square feet per floor, separated from the remainder of the school by a fire wall.

CONSTRUCTION CLASSIFICATION

- The construction classification is assumed to be IIIB. (There is a chance it may be IIB. However, we have assumed the more restrictive requirement for this review and IIB would likely not affect the items noted.)

BUILDING USE

- The existing use of the building is E. The new proposed additional uses would be B and F-1, resulting in a change of use.

NOTE: A change of use requires that the building be brought up to code for the new uses. However, the building official can waive certain requirements if the building is being changed to a less hazardous use. In this instance, E is more hazardous than B and F-1. Therefore, the building official may not require the items noted below.

AREA REQUIREMENTS

- The building falls within the allowable area requirements based on use and construction classification.

FIRE PROTECTION

- Based on use and construction classification, E and F-1 uses are restricted to two stories, unless there is a sprinkler system. In this case, the building does not have a sprinkler system. There is an argument to be made that if the E use remains on the third floor, a sprinkler system would not be required. This should be reviewed with the building official.
- The existing fire alarm system will need to be modified to accommodate any layout changes.
- All current shafts appear to meet fire rating requirements.

EGRESS/ACCESSIBILITY

- The existing number of exits and exit locations are sufficient for the proposed use changes.
- Since the project is a change of use, it will need to be brought up to full accessibility requirements. This would include accessible parking, accessible entrances, accessible route (elevators and/or ramps), accessible door hardware, and accessible toilet rooms among other miscellaneous accessible requirements. As noted above, this requirement could be waived by the building official.

PROGRAM OF REQUIREMENTS

	ROOM AREA	# of rooms	TOTAL AREA
FIRST FLOOR			5,600 sq ft
Economic Development & Administrative Office	1,000 sq ft	1	1,000 sq ft
Classroom / Presentation	1,000 sq ft	1	1,000 sq ft
Shared Office	900 sq ft	2	1,800 sq ft
Huddle Rooms (between 1st and 2nd floor)	100 sq ft	2	200 sq ft
Hallway Lounge/Concierge	1,400 sq ft	1	1,400 sq ft
Women's	100 sq ft	1	100 sq ft
Men's	100 sq ft	1	100 sq ft
SECOND FLOOR			5,900 sq ft
Co-working	2,700 sq ft	1	2,700 sq ft
Large Office	1,000 sq ft	2	2,000 sq ft
Huddle Rooms (between 2nd and 3rd floor)	100 sq ft	3	300 sq ft
Coffee Lounge / Print & Copy	700 sq ft	1	700 sq ft
Women's	100 sq ft	1	100 sq ft
Men's	100 sq ft	1	100 sq ft

PHASING AND COSTS

PHASE I

Exterior - No initial exterior renovations

1st Floor - Renovation to suit Entrepreneur Center program including administrative/economic development offices and classroom/large conference space

2nd Floor - Renovation to suit Entrepreneur Center program including co-working and shared office space, coffee lounge/print & copy and huddle rooms (including landings between 2nd and 3rd floor)

3rd Floor - Secure floor for Willis Innovative Learning Lab including new restrooms for students/staff

GENERAL CONDITIONS*	\$8,960
SITE WORK	\$32,745
DOORS AND WINDOWS	n/a
FINISHES	\$65,850
MECHANICAL AND ELECTRICAL	\$94,591
DESIGN AND CONSTRUCTION CONTINGENCIES	\$42,527
TOTAL OPINION OF PROBABLE CONSTRUCTION COST**	\$244,674
FURNITURE, FIXTURES AND EQUIPMENT***	\$60,000
NON-CONSTRUCTION (SOFT) COSTS****	\$39,206
TOTAL OPINION OF PROBABLE COST	\$343,879

PHASE II

Exterior - New windows, upgraded landscaping/placemaking

1st Floor - Renovations to include 1st Floor in Entrepreneur Center program including restrooms, hallway lounge, shared office and large office spaces

2nd Floor - Renovations to add restrooms, upgrade finishes, create additional huddle rooms (on landings between 1st and 2nd floor) and upgrade FF&E from Phase I

3rd Floor - No further interior renovations

GENERAL CONDITIONS*	\$28,560
SITE WORK	\$72,736
DOORS AND WINDOWS	\$191,968
FINISHES	\$71,730
MECHANICAL AND ELECTRICAL	\$125,175
DESIGN AND CONSTRUCTION CONTINGENCIES	\$103,119
TOTAL OPINION OF PROBABLE CONSTRUCTION COST**	\$593,288
FURNITURE, FIXTURES AND EQUIPMENT***	\$210,000
NON-CONSTRUCTION (SOFT) COSTS****	\$95,066
TOTAL OPINION OF PROBABLE COST	\$898,355

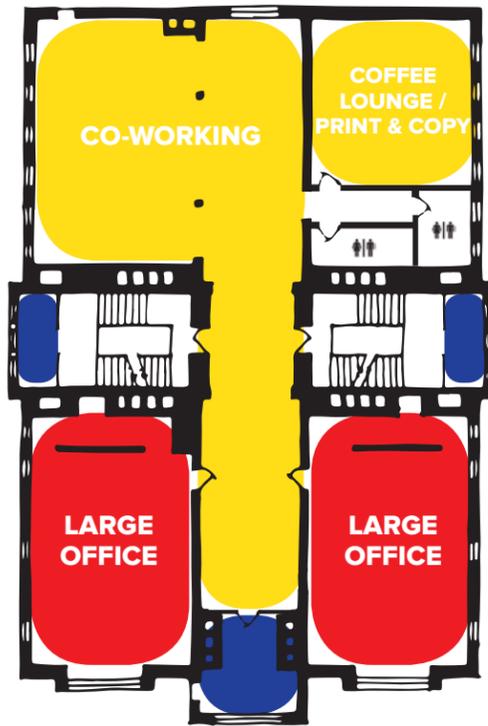
*General conditions are the costs incurred during a project that generally don't involve swinging a hammer (site management, material handling, clean-up, etc.)

**Approximately 30%-35% of hard construction costs may be allocated to hazardous material abatement, building envelope, and site work. Refinishing of floors may not be possible if asbestos tiling is adhered directly to wood. Allowance for fiber network cabling to each room has also been included in both phases.

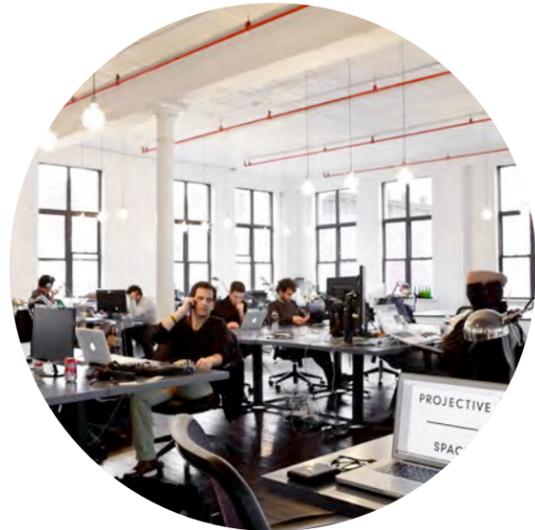
***FF&E will be very important to the success of this project - entrepreneurs and telecommuters expect modern, flexible, high quality furniture. FF&E budget reflects that Phase I may include minimal reconditioned furniture to reduce start up cost, while Phase II will improve the Entrepreneur Center's ability to compete with the private co-working market.

****Non-construction costs generally include environmental studies, construction testing, builders risk insurance, permitting, design professionals fees, legal fees, etc.

SECOND FLOOR



CO-WORKING
 Open desk space with locker storage and coffee lounge
 Leasable by the hour, day, month or year
 2,700 sq ft | 60 sq ft per user | 25-40 users



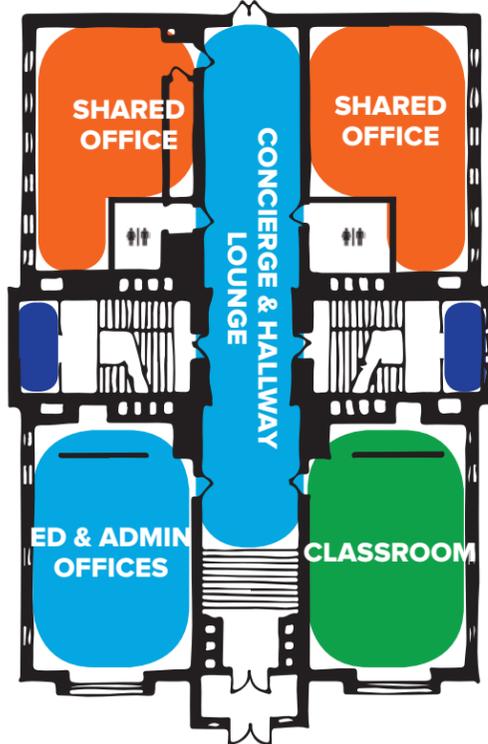
SHARED OFFICE
 Private workspace with individual storage
 Leasable by the month or year
 1,800sq ft | 100 sq ft per user | 18 workspaces



LARGE OFFICE
 Vanilla box office space for small businesses/organizations
 6 month minimum lease
 2,000 sq ft | 2 offices



FIRST FLOOR



BUSINESS RESOURCES
 Concierge, hallway lounge, economic development/
 administrative office space
 2,400 sq ft



HUDDLE ROOMS
 Variety of shared conference spaces
 Available for reservation for all users
 500 sq ft | 5 total huddle rooms



CLASSROOM / PRESENTATION SPACE
 Large conference space
 Available for reservation for all users
 1,000 sq ft

