



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903
http://www.doverkentmpo.org

(302) 387-6030 FAX: (302) 387-6032

DOVER/KENT COUNTY MPO PUBLIC ADVISORY COMMITTEE MINUTES OF JUNE 21, 2011

PUBLIC ADVISORY COMMITTEE MEMBERS ATTENDING:

Dwight Meyer, Chair	James Brown
Dr. Carlton Cannon	Horace Cook
Arley Cooper, Jr.	David Fry
Prameela Kaza	James Webster
Dr. Daniel Houghtaling	

MEMBERS NOT ATTENDING:

Michael Gumrot, Vice Chair	Phyllis B. Collins
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NON-MEMBERS ATTENDING:

Cathy Smith, DTC	Juanita Wieczoreck, MPO Staff
Kate Layton, MPO Staff	James Galvin, MPO Staff
Catherine Samardza, MPO Staff	Arthur Wicks, MPO Staff
Michael Tholstrup, MPO Staff	

1. INTRODUCTION OF MEMBERS & GUESTS
2. PUBLIC COMMENTS
3. *ACTION ITEM: Approval of Agenda*

Ms. Wieczoreck asked that items #7 and 8 be moved ahead of item #6.

MOTION By Dr. Houghtaling to approve the agenda with the above change. Seconded by Ms. Kaza. Motion carried.

4. *ACTION ITEM: Approval of Minutes April 26, 2010*

MOTION By Mr. Cook to approve the minutes as submitted. Seconded by Mr. Cooper. Motion carried.

5. *ACTION ITEM: Draft Population Projections: 2010-2040 – J. Galvin*

Mr. Galvin reviewed the history of the Data and Demographic Sub-committee and listed the agencies and municipalities that are members. He explained that the population figures are developed by Mr. Ed Ratledge at the University of Delaware and adopted by the Delaware Population Consortium. The last time they were updated was 2007. The MPO has been asked to look at the Kent County figures by the Office of State Planning Coordination. The sub-committee reviewed the numbers to assure that they are allocated to the correct locations. This was necessary because the Census tracts are different from the Traffic Analysis Zones (TAZs) that Delaware uses. The sub-committee looked at infrastructure and approved developments to determine where growth is likely to occur through 2040. Mr. Galvin reported



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that the sub-committee believed that the maps and materials distributed to the PAC represent a realistic distribution of the population figures. Once these projections are adopted by Council, they will be used by DelDOT for modeling purposes.

There were some questions and discussion concerning the Population Consortium and how the data is developed. Ms. Wiczoreck noted that this material will now be updated every year.

Staff reported that the Technical Advisory Committee recommended forwarding the projections to the Council for adoption, and asked that the PAC do so as well.

MOTION By Ms. Kaza to recommend that Council approve and adopt the projections. Seconded by Mr. Webster. Motion carried.

6 (7). PRESENTATION: Review Public Participation Plan Strategies – K. Layton

Ms. Layton gave a PowerPoint presentation reviewing the Public Participation Plan. Ms. Wiczoreck talked about the history of the Plan, noting that it called for an in-house review in the odd years, and a full review with public involvement in the even years.

There was discussion concerning whether or not the Plan should be only be updated in full and every other year. Outreach was discussed, as done in the past by invitation, and other potential formats such as the website and Facebook.

Ms. Wiczoreck noted that federal regulations say that the effectiveness of the Plan must be reviewed, but it does not specify how often. The Draft Plan update must go out for a 45-day public comment period. It is not necessary for the PAC to take action at this time.

Ms. Layton reviewed the outreach strategies. Specifically, she discussed the rotating locations for the PAC meetings. She thought that the language in the RTP that lists the municipalities where the meetings are held was too specific and excluded other possible meeting locations. There was discussion, with some PAC members in favor of leaving the language as is. Mr. Fry asked if there was more the MPO could do to engage the general public, such as newspaper ads or attend the Central Delaware Chamber of Commerce (CDCC) Transportation Committee meetings. Mr. Galvin told the members that the MPO does attend the CDCC Transportation committee meetings. Mr. Cooper commented that the public will show up if there is something being done that they feel is wrong.

Staff reported that all libraries and municipalities are notified of MPO meetings, as well as a list of individuals who have expressed interest. The newsletter, which includes the meeting calendar, is sent about 500 people.

Ms. Wiczoreck asked if the members had any changes to recommend. She said that two of the items discussed were critical: 1) to continue the road show or not; and 2) to do a total review of the Plan every other year, or to continue the odd/even in house/public reviews.

PAC members wished to continue the roadshow, but perhaps settle on three regular locations instead of



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moving around. Consensus was to keep meetings in Smyrna, Dover, Harrington and Milford. Ms. Wieczoreck noted that staff had tried this before, and it is not always possible to get a meeting place in a specific location when needed. Ms. Kaza said she liked the idea of 3 locations and wanted to see how it would work.

Staff informed members that this issue was procedural and did not have to go to the Council for approval.

7 (8*. PRESENTATION: Review of Regional Transportation Plan public outreach strategies – K. Layton

Ms. Layton gave a PowerPoint presentation outlining the important calendar dates for the RTP update and outreach. The PAC was informed that the update, normally required every five years, is being done two years early to comply with air quality conformity requirements and model deadlines, and will be streamlined process. Thereafter it will be required every four years unless a new, regionally significant project triggers a new air quality conformity review.

There was discussion concerning getting the plan out to the public. Copies are always sent to the libraries and municipalities, and will be published on the website. Ms. Layton suggested taking it out to the public to rotary clubs, and senior centers. Mr. Fry agreed. Ms. Wieczoreck reported that MPO staff makes presentations to municipal and county planning commissions, Rotary, Kiwanis and Moose clubs. For the last update, it was publicized in the Dover Post. She noted that advertising is limited due to budget constraints. Mr. Cook suggested a column that could be published. Ms. Layton reported that press releases are published as a public service at no charge.

Mr. Fry suggested some sort of summary that was more detailed than two pages but much smaller than the Plan itself. Surveys to “captive” audiences were suggested. Ms. Smith and MPO staff noted that this type of survey had been done for the Human Resources Transportation Plan. Staff attended senior centers on the birthday luncheon day and handed out and collected surveys. Mr. Cooper suggested individual letters (to the newspapers) from PAC members, perhaps one letter a month (to the newspapers) to generate interest.

8 (6). PRESENTATION: Dover/Kent County MPO Bicycle Plan – J. Wieczoreck - TABLED DUE TO LACK OF TIME

9. Staff Report –

- 9.1 UPWP Progress & Financial Reports – J. Wieczoreck**
- 9.2 Other Project Updates/Activities – J. Wieczoreck**
- 9.3 Correspondence, Publications/Reports/Outreach – K. Layton**
- 9.4 Presentation of annual PAC gifts**

Ms. Wieczoreck reported that the draft Regional Bicycle Plan would be published in July.

Mr. Galvin reported that the Priority Process Working Group, made up of TAC members and Mr. Michael Gumrot of the PAC, had begun meeting. Based on input from Mr. Ralph Reeb of DelDOT, they are taking an approach that will identify problems. It will be a 2-3 phase process.



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The Delmarva Intercity Rail Study Advisory Group will meet on July 8th.

The MPO received a letter from FHWA approving the FY2012 UPWP.

Mr. Galvin reported that MPO staff is working on a project for the Census delineating new Traffic Analysis Zones. These zones are different from than the model TAZs used by DelDOT; they are based on CCD blocks.

Ms. Layton reported that the next newsletter would be mailed in July. She is working on the next edition of the Data Book.

Outreach events for the summer include Safe Summer Day, Wyoming Peach Festival, and Harrington Heritage Day.

Ms. Layton distributed key rings to the PAC members to celebrate their service to the MPO. Dr. Houghtaling was given a special gift acknowledging his fifteen years of service.

**Next meeting: August 23, 2011, Delaware State University Smyrna Outreach and Research Center,
884, Smyrna Leipsic Road, Smyrna**

MOTION By Ms. Kaza to adjourn the meeting. Seconded by Mr. Brown. Motion carried.