



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

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

<http://doverkentmpo.org>

DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE MINUTES OF OCTOBER 13, 2010

Technical Advisory Committee Representatives attending:

Scott Koenig, City of Dover/Public Works (Chair)
Anne Marie Townshend, City of Dover/Planning/Insp.
Mary Ellen Gray for Sarah Keifer, Kent County Planning
Joe Zilcosky, DE Economic Dev. Office
Tricia Faust, Dover Air Force Base
Theon Williams for Mayor Williams, Cheswold, municipal rep.

David Edgell, Office of State Planning (Vice-chair)
Greg Oliver, DelDOT Planning
Cathy Smith, Delaware Transit Corporation
Milton Melendez, DE Dept. of Agriculture
Terry Reilly, Transp. Mgmt. Assoc. DE

Members not attending:

Tim Riley, Kent Conservation District
Rick Crawford, Norfolk Southern
Federal Highway Administration
Gary Norris, City of Milford

Dave Hugg, Town of Smyrna
Keith Lynch, Federal Transit Admin.
Byard O'Neal, DE Motor Transport Assoc.
Phil Wheeler, DNREC

Non-members attending:

Julie Wheatley, Sussex County
Karen Brittingham, DelDOT Planning
Kate Layton, MPO Staff
Ben Johnson, MPO Staff

Earle Timpson, DelDOT Finance
Juanita Wiczoreck, MPO Staff
James Galvin, MPO Staff
Catherine Samardza, MPO Staff

1. Introduction of Members & Guests
2. Public Comments
3. **ACTION ITEM: Approval of Agenda**

MOTION By Mr. Oliver to approve the agenda. Seconded by Ms. Gray. Motion carried.

4. **ACTION ITEM: Approval of Minutes – August 11, 2010**
Approval of Minutes – September 1, 2010

MOTION By Ms. Townshend to approve the minutes of August 11, 2010. Seconded by Ms. Gray. Motion carried.

MOTION By Mr. Oliver to approve the minutes of September 1, 2010. Seconded by Ms. Smith. Motion carried.

5. **ACTION ITEM: Small Area Projections – Ben Johnson, MPO Staff**

Mr. Koenig asked Ms. Wiczoreck what action was needed. Ms. Wiczoreck responded that the TAC was being asked to approve the process. Ms. Townshend asked when Council was scheduled to approve the process; Ms. Wiczoreck said that it would be presented to Council for approval when the TAC felt it was ready. Council was only scheduled to hear a presentation at the November meeting. Mr. Galvin noted that the TAC could appoint a subcommittee to study the process further if they wanted. Ms. Gray said that she liked that idea.

MOTION By Ms. Gray recommending a subcommittee be formed to report back to the TAC at the next meeting. Seconded by Mr. Melendez.

There was discussion concerning the members of the subcommittee. It was recommended that Ms. Gray be the chair; other members would be Janelle Cornwell, City of Dover; Mr. Edgell and a representative from Cheswold. Mr. Edgell suggested that Smyrna, Milford and Camden also be invited.

Motion carried.



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6. ACTION ITEM: Proposed Changes to Modification Procedures for the Transportation Improvement Program and the State Transportation Improvement Program – Earle Timpson, DeIDOT Finance

Ms. Wieczorek gave an overview of the triggers that would require a TIP amendment versus an administrative modification. The document being reviewed is a draft proposal to change the financial limits and triggers currently in place. Mr. Timpson noted that the current financial limits are out of date and have been changed to be in line with surrounding states, and what is suggested by federal agencies. Other reasons to amend the TIP would be significant changes in the scope of a project or a change in the construction year, or a change in the project lead agency.

MOTION By Ms. Townshend recommending Council approve the proposed changes. Seconded by Ms. Smith.
Motion carried.

7. PRESENTATION: State Strategies for Policy and Spending Update - D. Edgell, OSP

Mr. Edgell gave a presentation reviewing the updates to the State Strategies for Policy and Spending. He noted that the update is necessary due to County and municipal comprehensive plans, which are on a five-year cycle. Public workshops were held, two in each county. Maps were developed to show where development is encouraged, land that is agricultural, and areas that are “out of play.” Development areas have different levels, ranked 1 through 4:

1. Urban
2. Suburban, smaller towns
3. Rural, “hop scotch” development
4. Rural – natural resources

Mr. Edgell noted that the Cabinet Secretaries approved the document on September 28, 2010, and it is now in the Governor’s office awaiting approval. Maps are on the Office of State Planning website for review.

8. DISCUSSION ITEM: CMAQ Project Selection Process Proposal – J. Galvin, MPO Staff

Mr. Galvin explained that CMAQ projects are chosen by DeIDOT, based on what projects are allowable by federal regulations and are in the D/KC MPO TIP. The MPO then reviews and endorses those projects. DeIDOT has submitted a proposal for how CMAQ projects are selected that will allow the MPO to work with DeIDOT earlier in the process, before the letter asking for concurrence is sent. The proposed process is:

- The MPO looks at a list of CMAQ projects and chooses
- DeIDOT evaluates the projects
- The projects are prioritized
- The list is reviewed by the MPO again for concurrence
- The list of projects is sent to the federal agencies

At this time, DeIDOT and the MPO are reviewing all priority processes.

The committee discussed the prioritization at the MPO level. Members were interested in knowing the best “bang for the buck” for a project and using that as a priority element. Ms. Townshend felt there were policy issues involved, and that TAC, PAC and Council input at the “front end” of the process could prevent the MPO committees from feeling “backed into a corner” in the final approval stage.

9. PRESENTATION: Dover Transit Center – Final Presentation – J. Galvin, MPO Staff

Mr. Galvin gave a Powerpoint presentation that summarized the charrette process and displayed the final vision that was developed. He noted that the charrette was a collaborative process between the MPO, the Downtown Dover Partnership, the consultants, Becker Morgan Group and Renaissance Planning, state and local agencies and the public. A tag line was developed: “To create a downtown worthy of the First State capital.”

10. Member Agency Reports:



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City of Dover: Planning – Ms. Townshend reported that City Council approved the transportation project priority list on Monday and will send it to the Secretary of Transportation and the MPO. Capital School District will be submitting a site plan for the new high school in December.

Public Works – NO REPORT

Kent County: Planning / Soil Conservation – NO REPORTS

Milford; Smyrna; Other Municipalities – NO REPORTS

Dover Air Force Base – Ms. Faust reported that there are some wetlands issues with the Civil Air Terminal expansion. This is on the County side, not a DAFB issue.

TMA DE – NO REPORT

Delaware Motor Transport Association – NO REPORT

Federal Highway Administration / Federal Transit Administration / Norfolk Southern – NO REPORTS

State of Delaware:

DelDOT Planning – NO REPORT

DTC – NO REPORT

DNREC – NO REPORT

Agriculture – NO REPORT

Statewide Planning – NO REPORT

DEDO – NO REPORT

11. Staff Report –

11.1 Outreach Activities – K. Layton

11.2 Transportation Studies – J. Galvin

Mr. Galvin reported that the Town of Cheswold has asked for assistance in planning their downtown area. Ms. Callender noted that there is no defined downtown currently. The new Town Hall is a mobile trailer on Main Street.

11.4 Regional Bicycle Plan – J. Wiczoreck

11.5 Other Project Updates/Activities – J. Wiczoreck

11.6 UPWP Progress & Financial Reports – J. Wiczoreck

11.7 Correspondence & Publications/Reports – J. Wiczoreck

12. Next Meeting: December 8, 2010

MOTION By Mr. Oliver to adjourn the meeting. Seconded by Mr. Zilcosky. Motion carried.