



# Dover/Kent County Metropolitan Planning Organization

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

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

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## DOVER/KENT COUNTY MPO PUBLIC ADVISORY COMMITTEE MINUTES OF OCTOBER 26, 2010

### PUBLIC ADVISORY COMMITTEE MEMBERS & ALTERNATES ATTENDING:

Dwight Meyer, Chair	Michael Gumrot, Vice Chair	Horace Cook
Arley Cooper, Jr.	David Fry	Dr. Daniel Houghtaling
Prameela Kaza	James Webster	

### MEMBERS NOT ATTENDING:

Bridget Lane	Dr. Carlton Cannon	Phyllis B. Collins
James Brown		

### NON-MEMBERS ATTENDING:

Juanita Wiczoreck, MPO Staff	Dave Edgell, OSP	Kate Layton, MPO Staff
James Galvin, MPO Staff	Ben Johnson, MPO Staff	Catherine Samardza, MPO Staff

The meeting was called to order at approximately 7:00 PM at the Harrington Senior Center.

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

MOTION By Mr. Fry to approve the agenda. Seconded by Mr. Gumrot. Motion carried.

4. **ACTION ITEM: Approval of Minutes/Aug. 24, 2010**

MOTION By Ms. Kaza to approve the minutes. Seconded by Mr. Gumrot. Motion carried.

5. **REPORT: Tabled Items from August 24, 2010**

- 1) TIP Amendment for Delmarva Rail Study
- 2) TIP Amendments to align with action taken by the General Assembly
- 3) Federal Funding letter

Staff reported that the TAC met on September 1 to further review these 3 issues. Some further information was received from DelDOT, and the TAC voted to recommend approval on all three items. Council met on September 8 and voted to approve all three items.

There was some further confusion with new PAC members because the Council took action without a formal recommendation from the PAC. PAC members were reminded that they were informed of this possibility when discussing their options on these issues. Further discussion concerning the rail study ensued, with PAC members expressing their dissatisfaction with this study in general.

6. **ACTION ITEM: Proposed Changes to Modification Procedures for the Transportation Improvement Program and the State Transportation Improvement Program – DelDOT invited**

Ms. Wiczoreck explained the proposed changes in the absence of a DelDOT representative. She reviewed the “triggers” that would require a TIP amendment versus an administrative modification. The document being



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reviewed is a draft proposal to change the financial limits and triggers currently in place. She explained 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. There was some discussion concerning the PAC's place in the MPO process.

**MOTION** By Mr. Gumrot to recommend Council approve the proposed changes to the Modification Procedures. Seconded by Ms. Kaza. Motion carried.

## **7. PRESENTATION: State Strategies for Policy and Spending Update - D. Edgell, Office of State Planning Coordination**

Mr. Edgell gave a presentation reviewing the history and then 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: Small Area Projections – Ben Johnson, MPO Staff**

Mr. Johnson explained that the MPO is required to use population totals developed by Population Consortium using census figures. The population is then assigned to Traffic Analysis Zone (TAZ) areas. The Small Area Projections that MPO staff is working on breaks the TAZs down to even smaller areas for a more detailed view of where people are living and working. The four scenarios sent to the PAC include:

1. Control population increase estimates assuming uniform growth throughout County multiplied out to 2040;
2. Figures showing increases in approved subdivisions multiplied out to 2040 using DPC growth rate;
3. Figures showing increases based on subdivision actually built and multiplied out to 2040; and
4. Figures showing growth within the County growth areas.

The TAC has designated a subcommittee to review the methodology.

## **9. PRESENTATION: Dover Transit Center Neighborhood Plan – Final Presentation – J. Galvin**



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Mr. Galvin gave a Powerpoint presentation detailing the study area, the consultants and agencies involved, and the outreach process. The consultants were Becker Morgan Group and Renaissance Planning. The MPO and the Downtown Dover Partnership worked in conjunction to develop the plan. The presentation included a map of the potential development in the area. Next steps include an action plan and an implementation plan. Implementation will include adopting the Vision as the guiding plan for downtown development and changing the downtown zoning classification to a form based code. A tag line was developed: "To create a downtown worthy of the First State capital."

## **10. DISCUSSION: CMAQ Project Selection Process Proposal – J. Wieczoreck, MPO Staff**

Ms. Wieczoreck explained that CMAQ projects are chosen by DelDOT, 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. DelDOT has submitted a proposal (handout distributed) for how CMAQ projects are selected that will allow the MPO to work with DelDOT 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
- DelDOT 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, DelDOT and the MPO are reviewing all priority processes.

## **11. Staff Report –**

- 11.1 UPWP Progress & Financial Reports – J. Wieczoreck**
- 11.2 Other Project Updates/Activities – J. Wieczoreck**
- 11.3 Correspondence, Publications/Reports/Outreach – K. Layton**
- 11.4 Discussion of December PAC meeting date. – K. Layton**

MOTION By Mr. Fry to adjourn the meeting at approximately 9:15 PM. Seconded by Mr. Gumrot.  
Motion carried.