



# Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

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

<http://doverkentmpo.org>

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## DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE MINUTES OF FEBRUARY 8, 2012

### Technical Advisory Committee Representatives attending:

Mary Ellen Gray, Kent County Planning (Chair)  
David Edgell, Office of State Planning (Vice-chair)  
Mayor Richard Maly, Town of Camden  
Sharon Duca, City of Dover, Public Works  
Cathy Smith, Delaware Transit Corporation  
Marc Dixon, Federal Highway Administration  
Janelle Cornwell for Ann Marie Townshend, City of Dover, Planning & Insp.

Phil Wheeler, DNREC  
Karen Brittingham, DelDOT Planning  
Tricia Faust, Dover Air Force Base

### Members not attending:

Byard O'Neal, DE Motor Transport Assoc.  
Rick Crawford, Norfolk Southern  
Milton Melendez, DE Dept. of Agriculture  
Gary Norris, City of Milford  
Dave Hugg, Town of Smyrna

Ryan Long, Federal Transit Admin.  
Tim Riley, Kent Conservation District  
Joe Zilcosky, DE Economic Dev. Office

### Non-members attending:

Rich Vetter, Executive Director, MPO  
James Galvin, MPO staff  
Catherine Samardza, MPO staff

Kate Layton, MPO staff  
Chris Kirby, MPO staff  
Don Tinari, Town of Cheswold

The meeting was called to order at 10:07 AM without a quorum. It was agreed to start with non-action item.

- 1) Introduction of Members & Guests
- 2) Public Comments
- 3) (5) Working Group Report: Bike Trail Studies – Rich Vetter  
- Silver Lake to Isaacs Branch Connector

Mr. Vetter reminded the TAC that the concept plan for this project has been presented before. He reported that the Working Group selected one of the alternate routes and planned the order of phases for construction. The idea was to choose a trail that can be done relatively easy (no Right-of-Way, relatively low cost) and quickly. The trail and phases were illustrated on the display map.

**There was now a quorum, and the meeting reverted back to the agenda order.**

### 4) *ACTION ITEM:* Approval of Agenda

MOTION By Ms. Brittingham to approve the agenda with the change in order. Seconded by Mr. Edgell  
Motion carried.



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### 5) **ACTION ITEM: Approval of Minutes – December 7, 2011**

MOTION By Mr. Wheeler to approve the minutes. Seconded by Ms. Smith. Motion carried.

### 6) **Discussion Item: Current Studies - Rich Vetter** - **Cheswold Town Center (w/Don Tinari)**

Mr. Vetter reported that MPO staff met with the Planning Commission recently. Mr. Tinari reported that the new Planning Commission would have its first structured public meeting soon. He feels the new members make it the first strong PC in awhile. They would be discussing this project at the meeting. Mr. Vetter said that the MPO would work with Cheswold when they are ready.

#### - **Route 10 Bike Trail**

Mr. Vetter reported that the biggest issue with this proposed trail is getting over the St. Jones River Bridge. He met with DelDOT's Bridge division. Due to horizontal clearance requirements, placing a jersey barrier on the shoulder would require design exceptions. He mentioned that \$2-3 million dollars would be needed for a new structure. The Department has concerns regarding the use of the shoulder for the trail. Mayor Maly suggested bollards instead of a concrete barrier, because they can be run over in an emergency. Mr. Edgell commented that if they could be run over, they would not provide safety for pedestrians and bike riders. There were a number of other suggestions from TAC members, just about all of which had been discussed with DelDOT staff and determined to be not possible due to design standards for the road. There was further discussion concerning the number of pedestrians that travel the area despite the problems. Mr. Vetter said that a possible solution would have to go through a design exception process, because there is not enough room to do anything so far discussed within DelDOT's design standards.

### 7) **Discussion Item: Draft FY2013 UPWP – R. Vetter**

Mr. Vetter reviewed the draft UPWP and noted the included projects. At this time, the MPO does not know the exact amount of money that will be available. The funding noted in the draft document is an increase based on the FY12 funding. Mr. Dixon reported that there are two different bills being considered in Washington, DC. SAFETEA-LU expires in March, and will probably be extended. Staff reported that the MPO solicited information from all Kent County municipalities and the County for projects to incorporate into the UPWP and the Regional Transportation Plan; only Kent County responded. The County projects were reviewed and staff answered TAC members' questions. Mayor Maly noted that the bike route proposed for Main Street in Camden was not a good fit due to the on-street parking and considerable traffic; he suggested an alternate route. Mr. Vetter explained that these projects could be incorporated into the UPWP as funding and staff allowed. Mr. Galvin compared it to the process used by the City of Dover, where they adopted a list of priority projects and send it to the MPO to be included in the TIP. Mr. Vetter also noted that the financial match would be in-kind services.

### 8) **Discussion Item: Transportation Improvement Program (TIP)**

Staff reported that Secretary Bhatt is looking at the CTP project by project. There will be no new TIP this year, the MPO will amend and update the current TIP to be consistent with the CTP when DelDOT is finished with the review.



## 9) Committee Report: Data and Demographics Committee – Jim Galvin

Mr. Galvin reported on the meeting held 2/6/12. He briefly explained the differences between the Model TAZs and the Census TAZs, their different purposes and how they are being reconciled. The subcommittee's next meeting will be March 6<sup>th</sup> and population and household projections will be reviewed.

## 10) Committee Report: Priority Process Working Group - Jim Galvin

Mr. Galvin reported that the committee has not met in a couple of months, while waiting for DelDOT to review DecisionLens. However, there are projects submitted by the County that need to be evaluated. The committee is going to try to develop a similar process as DecisionLens for criteria. He said that he hoped to convene the committee within the next month to review the criteria, then rank the projects at the meeting after that.

Ms. Brittingham noted that DelDOT is still looking at DecisionLens. While they have made the decision to move forward with the program, they still have not committed to purchasing it. Ms. Brittingham said she was excited about the program. Ms. Smith noted that it takes out the bias of people advocating for a project.

There was further discussion concerning criteria and categories of projects. Mr. Galvin suggested that Ms. Brittingham and Mr. Vetter meet to discuss the Regional Transportation Plan projects.

## 11) Member Agency Reports:

**City of Dover: Planning** – Ms. Cornwell reported that the City of Dover, the Capital School District and DelDOT are coordinating on road improvements for the new Dover High School.

**Public Works** – Ms. Duca reported that the City of Dover met with DelDOT for a quarterly meeting regarding utility projects and coordination. They hope to get to the point where utility work and ROW work is all done at the same time. She also asked Ms. Brittingham to send her the information on Municipal Street Aid money, as well as to Scott Koenig, City Manager. Ms. Brittingham said she would like to have open town meetings, to let towns know how MSA funds can be used for infrastructure.

**Kent County Planning** – Ms. Gray reported that the recent Sunday newspaper had an article about a law suit against the County Comprehensive Plan. She expects it will be in litigation for a while.

**Cheswold** – Mr. Tinari reported that the new council has to deal with the considerable debt the Town has from the 2006 law suit. They have had no luck in finding any agency that can help them, and the property they put on the market has not sold. They have been served with papers to sell town property – including the police cars and computers – and they are trying to avoid that. They need about \$500,000 to pay for the law suit and loans. If they go by taxes alone, it will take at least 6 years to settle. The Town has already cut staff expenses to the bare minimum and still maintain the town systems.

**State of Delaware: DelDOT Planning** – Mr. Brittingham reported that she is working on a project to let the smaller municipalities know that they can use Municipal Street Aid funds for their Comprehensive Plan updates. She is trying to find current information on how to reach the towns. She suggested that the Office of State Planning Coordination, the MPO and DelDOT Planning should all work together on this. She was concerned that many of the towns were not at the MPO TAC meetings. Mr. Edgell informed her that OSPC goes to the towns and he is scheduled to meet with a number of them. Ms. Brittingham felt the towns do not understand what help is available to them. Mr. Edgell noted that many small towns have no staff and no e-mail. Ms. Brittingham felt that it was necessary to pool funding and communicate better.

**DTC** – Ms. Smith noted that the Cheswold Walmart transit stop is well-utilized, and there is a shelter on the south-bound side. The Resort Bus will begin on May 20<sup>th</sup>. She reported that there is still a problem in Wilmington with service change and bus stop locations. The problem is still being reviewed, with a tentative



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date of June 10, 2012 for the next service change. She also reported that there are only minor changes in Kent County, due to issues with serving Dover Air Force Base. Paratransit services are allowed to drop and pick up passengers at the gate, and DAFB arranges transportation on-base. Mr. Vetter asked if there was a new director yet; Ms. Smith said she heard it would be announced in March.

**Statewide Planning** – Mr. Edgell reported that he is working with the University of Delaware to model towns and develop charrettes for mixed-use development. Two test towns are being done – Elsmere and Milford. He noted that the two towns are very different. New aerials will be done this spring for use in GIS. There were questions about funding for this project, and Mr. Edgell reported that a number of agencies partnered together to pay for the project. He also noted that they are working to identify schedule updates to develop a funding program or strategy for aerials and other data updates.

### 12) Staff Report –

12.1 Outreach Activities – Kate Layton

12.2 UPWP Progress & Financial Reports – Rich Vetter

12.3 Correspondence & Publications/Reports – Rich Vetter

### 13) Next Meeting: April 11, 2012

**Due to a number of members leaving early, there was no longer a quorum at 11:15 AM, when the meeting was adjourned informally.**