



# Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 760-2713 FAX: (302) 739-6340

<http://doverkentmpo.org>

## DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE MINUTES OF JUNE 11, 2008

### Technical Advisory Committee Representatives attending:

Scott Koenig, City of Dover/Public Works (Chair)

David Edgell, Office of State Planning (Vice-chair)

Greg Oliver, DelDOT Planning

Mary Ellen Gray for Sarah Keifer, Kent County Planning

Louis Lombard, Dover Air Force Base

Suzan Doordan, Transp. Mgmt. Assoc. DE

Anne Marie Townshend, City of Dover/Planning/Insp.

Janet Vinc for David Hugg, Town of Smyrna

Tim Riley, Kent Conservation District

Phil Wheeler, DNREC

Milton Melendez, DE Dept. of Agriculture

Tashia Clemons, Federal Highway Admin.

### Members not attending:

Heather Keegan, DE Economic Dev. Office

Keith Lynch, Federal Transit Admin.

Cathy Smith, Delaware Transit Corporation

Rick Crawford, Norfolk Southern

Gary Norris, City of Milford

Jack Taylor, DE Motor Transport Assoc.

### Non-members attending:

Bobbie Geier, DelDOT Planning

Richard Ornauer, D/KC MPO PAC

Juanita Wieczoreck, MPO Staff

Catherine Samardza, MPO Staff

Grant Prichard, Town of Smyrna

Richard Kautz, Sussex County Planning

Joshua Waltz, MPO Staff

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

Ms. Wieczoreck asked that Agenda Item 8.2 be revised as an Action Item.

MOTION By Mr. Oliver to approve the agenda with the requested amendment. Seconded by Mr. Wheeler.  
Motion carried.

4. ***ACTION ITEM: Approval of Minutes/ April 9, 2008 Meeting***

MOTION By Mr. Wheeler to approve the minutes. Seconded by Ms. Doordan. Motion carried with one abstention;  
Mr. Edgell was not present at the April 9<sup>th</sup> meeting.

5. ***ACTION ITEM: Proposed Project List for the Draft Regional Transportation Plan Update – J. Wieczoreck***

Ms. Wieczoreck reported that Kent County and Smyrna were consulted concerning the projects on the list. She noted that approval of the list would allow the consultant to move forward with cost estimates for the priority process. She also reported that the priority process, which is new for the Plan, is necessary due to the State's financial constraints.

There were questions concerning some roads that have been upgraded in classification for future needs, but not yet constructed at the new classified level. Ms. Wieczoreck reported that an analysis has not been done on road classification and function.

Ms. Wieczoreck informed the TAC that the Kent County Comprehensive Plan Growth Area needs to be adopted before it can be incorporated into the RTP.

There were questions as to what elements would be in the priority process and how they would be weighted. Ms. Wieczoreck said that the consultant would do a sample project page. She envisioned one page for each project. Ms. Geier had some questions concerning instructions to the consultant; Ms. Wieczoreck offered to meet with her to discuss this



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task for the consultant.

There were further questions concerning the methodology. Ms. Wieczoreck reported that it was a simplified version of the method used for prioritizing the TIP projects. Mr. Koenig expressed concern that each TAC member would be required to fill out a page for each project. Ms. Wieczoreck assured him that this would be handled in a similar manner as the TIP; the TAC would provide feedback on goals and objectives and weights, then staff would score and distribute the list to the TAC for feedback on the goals and weights.

Mr. Koenig asked when this would be brought to the TAC for review. Ms. Wieczoreck informed the committee that it would be sent in the package for the August meeting for adoption by Council in September. Mr. Koenig reiterated his understanding of the process:

- 1 – Consultant will provide a sample page, then staff will review and score each project
- 2 – TAC will then review and make recommendations

Mr. Lombard said that he felt this was a well-established procedure. Mr. Riley asked if there would be time for a comprehensive review by project in the next meeting. Mr. Koenig and Ms. Wieczoreck assured him there would be; Ms. Wieczoreck said that staff would sort the list by score and then TAC members could question particular projects at the meeting if they felt it necessary.

MOTION By Mr. Edgell to approve the method proposed by the consultant to rate projects in the draft RTP.  
Seconded by Mr. Melendez. Motion carried.

### 6. **DISCUSSION ITEM: Draft FY 2009 – 2012 Transportation Improvement Program – J. Waltz**

Mr. Waltz reviewed the material sent to the committee, explaining that the comparisons were based on the recent draft CTP that went to the Joint Finance Committee in May. The first set of material included all the projects for the CTP years. The second set breaks out the projects and funding by years. Ms. Wieczoreck explained that the next MPO TIP could not be adopted until after the RTP is adopted. The only two years in the MPO TIP that DelDOT is confident of funding are 2009 and 2010, which is why they are separated out in the material sent to the committee. Mr. Kautz asked if the updated figures would be incorporated into the RTP. Ms. Wieczoreck was not sure the Consultant had been given the figures and said she would check on that.

There was discussion concerning the figures, cost estimates vs. funding levels, recommendations vs. authorization. Ms. Wieczoreck noted that the materials sent to the committee did differentiate between estimates and funding levels.

### 7. **Member Agency Reports: City of Dover – Planning – NO REPORT**

**Public Works** – Mr. Koenig reported that the downtown signal project is complete except for some brickwork items. The next project downtown is the Governors Avenue corridor from Webb's Lane to Water Street. There will also be Bayhealth construction in the area. The Puncheon Run Bridge will be closed after July 4, 2008. The business community has expressed concerns as the project is scheduled for almost 2 years. He also noted that the Eden Hill Medical Center is closer to occupancy and that the Highway Safety Improvement Project (HSIP) at Salsbury Road and Route 8 is under construction.

**Kent County / Planning** – Ms. Gray reported that in mid-April Levy Court tabled the draft Comprehensive Plan due to issues with density, growth zone and TDR changes. A workshop with Levy Court is scheduled to determine the direction the Comp Plan will go. She also reported that Levy Court does not want to implement the proposed land use map; they wish to go back to the 2002 map. A proposal for another moratorium goes to the Regional Planning Commission at their next meeting and then to Levy Court at the end of the month.

There were questions and some discussion concerning Ms. Gray's information. Ms. Townshend noted that Kent County's growth zone and land use map affects the City of Dover's annexation plans. Mr. Lombard felt that the economy should be taken into consideration in regard to the proposed moratorium. Mr. Wheeler asked if the City of Dover had established its own growth zone; Ms. Townshend explained that Dover establishes potential annexation areas by looking at the growth zone. She also noted that the State, County and municipality plans all fit



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together and that going back to the 2002 growth zone will cause discrepancies.

**Soil Conservation** – Mr. Riley reported that the Joint Sunset Committee completed its review of Stormwater programs. The perception was that Soil Conservation was holding up the process. The Committee was satisfied that was not the case, and submitted a positive review. Soil Conservation is still being criticized. Mr. Riley noted that the quality of plans being submitted is poor, and when they are rejected the blame is placed on his office.

**Dover Air Force Base** – Mr. Lombard reported that the General Plan is complete. It is only being shared internally at present. A CD version will be released to the municipalities. The Air Base would like to restrict this information. It is not classified, but presents security issues.

**Municipalities / Smyrna** – Ms. Vinc reported that a Comprehensive Plan workshop was held last month. Although attendance was light, the comments were good. The Plan will go to the Planning Commission and then the Council and Mayor.

**Milford – NO REPORT**

**Norfolk Southern – NO REPORT**

**Delaware Motor Transport Association – NO REPORT**

**Federal Transit Administration - NO REPORT**

**Federal Highway Administration** – Ms. Clemons reported that FHWA is putting out a call for training to the MPO's this year. June 6<sup>th</sup> is the deadline. She noted that last year Delaware did not participate in this program.

**TMA DE** – Ms. Doordan reported that the TMA is the conduit to distribute 35,000 Air Quality bus passes to businesses for their employees. She noted that it is about the same total as last year, but an amazing amount of new businesses have enrolled in the program. The passes are intended for Ozone Action days, but can be used at any time through the end of December. Although the deadline for enrollment is July 11, 17,000 passes have already been distributed.

The TMA is a partner in Bike To Work Day. There were over 100 participants. Ms. Doordan also reported that Roger Roy is working with the TMA on the Bike program in Rehoboth Beach. Discarded bikes from the University of Delaware are repaired and given to international and US students working in Rehoboth Beach. The TMA will have a membership meeting on June 16<sup>th</sup>.

**State of Delaware: DTC / DEDO – NO REPORTS**

**DelDOT Planning** / Mr. Oliver announced that Secretary Wicks was elected president of the Northeast Association of Transportation Officials (NEATO). A public workshop is scheduled for the Statewide Long Range Transportation Plan on July 15<sup>th</sup>. He also noted that due to a lack of SPR funds, transportation studies have been delayed.

**DNREC** – Mr. Wheeler announced that Delaware had two Air Quality exceedances under the new 8 hour standard. They were recorded at the New Castle County monitors. He also reported that EPA has not yet approved the Air Quality Budget.

**Agriculture** – Mr. Melendez reported that 17 farms in Kent County and three in Sussex County have been added to the permanent preservation program, at a cost of \$14 million. There was no match of funds for New Castle County. Mr. Koenig asked if there was a list of the farms; Mr. Melendez said that the list was on the Dept. of Agriculture's website. Ms. Gray asked about acreage; Mr. Melendez reported that 2900 acres were added to the program.

**Statewide Planning** – Mr. Edgell reported that his office is working with Kent and Sussex counties on their comprehensive plans through October 2008. They are also working with Dover, Cheswold and Smyrna on Comprehensive Plans. He noted that Dover is more locally focused on transportation. OSP is encouraging local governments to work with the MPO. They are also encouraging a sub-regional master plan. The State Strategies



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plan will be updated in 2009.

**Sussex County** – Mr. Kautz reported that Sussex County Planning commission is to review the final draft of the Comp Plan on June 18<sup>th</sup>; it will go to Council later. The County is amending their growth zone to agree with Milford's amended growth zone.

## 8. Project Updates –

### 8.1 North Dover Study

Ms. Wieczoreck reported that the consultant is meeting with property owners. Not all of the proposed interconnections for Route 13 were received well.

### 8.2 ACTION ITEM: 2007 Information Book

Ms. Wieczoreck reported that although not all the information in the Data Book is updated yearly, there is new and additional information in the new edition. She asked for any comments or corrections and a recommendation to Council. Committee members noted a correction for Page 11 and asked that he add the year for SAFETEA-LU requirements.

MOTION By Mr. Wheeler to recommend that Council approve the Data Book for printing. Seconded by Mr. Lombard. Motion carried.

Ms. Wieczoreck also reported that she would be meeting with DE State Housing Authority representatives to discuss a bike program.

Rail to the Fair was cancelled due to cost.

Ms. Wieczoreck informed the committee that she would be interviewing three candidates for the PAC liaison and GIS positions. She also announced that Josh would be leaving in August to return to Colorado.

## 9. Staff Report – J. Wieczoreck

### 9.1 UPWP Progress & Financial Reports

### 9.2 Correspondence & Publications/Reports

Staff announced that the DE 8 final reports were available.

## 10. Next Meeting: August 13, 2008

MOTION By Ms. Doordan to adjourn the meeting. Seconded by Mr. Koenig. Motion carried.