



# 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 MPO COUNCIL MEETING MINUTES OF MARCH 4, 2015

### Dover/Kent MPO Council Members and /or Representatives thereof attending:

**Brad Eaby, for Brooks Banta, President, Kent County Levy Court, Chairman**

**Robin Christiansen, Mayor, City of Dover**

**John Sisson, Executive Director, Delaware Transit Corporation**

**Terry Pepper, Dep. Dir., Safety & Homeland Security, for Governor Jack Markell, State of Delaware**

**Bobbie Geier for Drew Boyce, for Jennifer Cohan, Secretary, Delaware Dept. of Transportation**

**Marc Dixon for Mary Ridgeway, Division Administrator, Federal Highway Admin. (FHWA)**

### Members not attending:

**Don Tinari, Mayor, Town of Cheswold, for Kent County Municipalities**

**Reginald Lovelace, Acting Regional Administrator, Region III, Federal Transit Admin. (FTA)**

### Non-members attending:

**Hans Medlarz, City of Milford**

**Merrett Burke, Camden, DE**

**Chris Kirby, MPO staff**

**Kate Layton, MPO staff**

**Ann Burke, Camden, DE**

**Rich Vetter, MPO staff**

**James Galvin, MPO staff**

**Catherine Samardza, MPO staff**

The meeting was called to order without a quorum and with the intention of skipping Items 3 and 4; however, while the introductions were happening, the last Council member needed for a quorum arrived.

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

MOTION By Mr. Pepper to approve the agenda. Seconded by Ms. Geier. Motion carried.

- 4. ACTION ITEM: Approval of Minutes / January 7, 2015**

MOTION By Mayor Christiansen to approve the minutes of January 7, 2015. Seconded by Mr. Pepper. Motion carried with one abstention.

- 5. DISCUSSION ITEM: FY 2016 Unified Planning Work Program - Potential Projects - Rich Vetter**

Mr. Vetter reviewed the six projects that are always part of the UPWP, and are mandated by federal regulations. He then reviewed the suggested project list, which includes assisting the Town of Little Creek with its Comprehensive Plan update and some of the studies already in progress. He reported that at the TAC meeting Ann Marie Townshend (City of Dover Planning) suggested the Capital Gateway project. Commissioner Eaby noted that the Greater Kent Committee has projects that the County is administering: Route 13 and Martin Luther King Boulevard, and Simons Corner. He thought those projects fit well with the Gateway project.

Mr. Vetter said that a PAC member suggested updating the Regional Bicycle Plan, completed in 2011, and adding a Pedestrian Plan. A fixed-route transit study was also discussed.

Mr. Sisson said that DTC is doing an origin/destination survey of all Kent County routes, because it is time to evaluate transit to better serve ridership. He felt it would be another year after that to redefine services. Ms.



## Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

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

<http://doverkentmpo.org>

Geier said that DelDOT is updating the Statewide Bicycle Plan to identify low-stress connectors. She said she would reach out to the managers to see if there were any bicycle and pedestrian policy directives for the Plan. There was discussion regarding the cost of doing one large project versus small projects for connectors. Mr. Vetter said that the Dover Bicycle and Pedestrian Plans were successful in coming up with good suggestions.

He noted that the UPWP would be action items on the PAC and TAC agendas in April, coming before Council for adoption in May. He also asked if Council was interested in reviewing a list of long range transportation projects from the Metropolitan Transportation Plan. Some projects had been in the Plan for a very long time with no explanation as to where they came from. Members thought it would be a good idea to review the list before the next MTP update.

### **6. DISCUSSION ITEM: FY 2017 - 2020 TIP Project Prioritization – Jim Galvin (enclosures)**

Mr. Galvin reported that staff is working to have a prioritization process in place by the time the Bond Bill is approved by the Legislature, since that is when the FY2016 TIP will probably be amended. The process will be ready to use for the FY2017-2020 TIP, so that the MPO is ready to clearly convey to DelDOT what the priorities are from the member agencies. He noted that this has not been managed as well as it could have been in the last couple of years, relying on the MTP to inform DelDOT of the MPO priorities. This year, staff plans to make the MPO preferences better known.

Mr. Galvin said that he was uncomfortable using DecisionLens without customizing the criteria for the MPO, so he devised an alternative method. He used the list of projects (distributed) that were financially constrained through 2030; those in gray were either completed or committed. There are 20 road projects and 20 bike/ped projects. Due to financial issues, he felt the best Kent County could expect in the new CTP is one or two new projects. Rather than use a complex ranking system, he used the method devised by Consumer Reports to get an idea of what was important to the MPO's member agencies. He took the method to the TAC, but TAC members were not happy to rank a list of projects without knowing more about them, or how the municipalities involved felt about the projects. The TAC felt that MPO staff should reach out to the municipalities for their input into the prioritization process, bring that information back to the working group to decide which projects to move forward to DelDOT.

In the past, the MPO had begun a Priority Process Subcommittee to look at the methodology; Mr. Galvin thought that a working group would be more flexible and effective.

Staff noted that the calendar for the prioritization process was to start now for the FY2017 proposed TIP, in order to get recommendations to DelDOT in time for their proposed Capital Transportation Program presentation in the summer of 2015.

There was discussion concerning what issues a working group would consider: transportation with Comprehensive Plans and developing projects; what is going on in Kent County as a whole; and how municipalities are supported by transit.

There was discussion concerning the Consumer Report process; Mr. Galvin reported that it is an interim process for the FY2016 TIP that he is suggesting. However, the TAC is not comfortable imposing on a town's priorities, and wants the communities to inform the MPO concerning their needs.

There was some further discussion concerning the proposed working group and the process of outreach to the municipalities. The City of Dover identifies their priorities every year, and sends a letter to DelDOT, but MPO staff is not aware of other towns doing that.

Ms. Geier suggested the MPO reinstate the TIP Bus Tour; staff noted that since there had been no new projects



## Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

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

<http://doverkentmpo.org>

the tour was covering the same projects year after year. The Tour is now virtual and updated on the website.

### **7. ACTION ITEM: Establishment of a Metropolitan Transportation Plan Prioritization Working Group**

Mr. Galvin asked that the TAC's Priority Process Subcommittee be changed to a working group. A subcommittee requires a defined process, including regular members, official minutes and a quorum; a working group is a looser format, allowing work to continue with volunteers from various TAC agencies. The working group would still publicize meetings and be open to the public. There would still be an agenda and notes kept of the meetings. However, with no set number of members, no quorum would be needed and recommendations would be made by consensus and brought to the TAC, PAC and Council for consideration and action. It was noted that the TAC felt membership in the group should be considered carefully to stay fair and impartial.

There was discussion concerning the number of TAC members and whether or not creating another body was desirable. It was noted that the MPO was required to have a process to use to prioritize TIP projects. The current recommended method is only an interim process. Further discussion concerned how projects are nominated to the list, and whether or not transit and bicycle/pedestrian projects should be considered separately.

**MOTION** By Mayor Christiansen to approve an ad hoc priority process working group in place of a subcommittee. Seconded by Mr. Pepper. Motion carried with one opposed.

### **8. COUNCIL MEMBER REPORTS**

Mayor Christiansen reported that the Council signed on to the Dover downtown development district project, Capital Gateway. There are also plans for the Mall entrance to be moved to meet up with Crawford Carroll Drive extension. There are issues with where Delaware State University plans to put the Convocation Center.

Commissioner Eaby reported that the Regional Sports Complex is moving forward – the Greater Kent Committee's engineer is working with DelDOT. They will receive a "letter of no objection" for the right-in/right-out temporary entrance. The site plan will go to the Regional Planning Commission in May, then on to Levy Court. They are aiming for an October 2016 opening.

There is new interest in the Civil Air Terminal for freight carriers.

### **9. TAC Report – Rich Vetter**

Mr. Vetter reported that the Delaware Motor Transport Association was contacted regarding becoming a voting member of the TAC. The leadership would prefer to stay a non-voting member. The DMTA re-instatement will be on the Council's May agenda.

### **10. PAC Report – Kate Layton**

Ms. Layton reported that there was no quorum at the PAC's February meeting. Although this doesn't happen often, she noted that there are some empty seats on the PAC. Both Kent County and Dover have an empty place on the PAC. Mr. Sisson said it would be helpful for him to know who attends; staff would send him that information.

### **11. Staff Report –**

**11.1 Outreach Activities – Kate Layton**

**11.2 UPWP Progress & Financial Reports – Rich Vetter (enclosure)**

**11.3 Other MPO Projects & Updates – Rich Vetter**

A portion of Delaware's funding for WILMAPCO and the MPO will be given to the Salisbury-Wicomico MPO, which includes part of Sussex County. A new Memorandum of Understanding has been signed with Maryland.



## Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

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

<http://doverkentmpo.org>

---

**Next Meeting: May 6, 2015**

MOTION By Mr. Sisson to adjourn the meeting. Seconded by Mr. Pepper. Motion carried.