



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 9, 2013

Technical Advisory Committee Representative attending:

Jason Berry for Mary Ellen Gray, Kent County Planning (Chair)
Tim Riley, Kent Conservation District
Michael Kirkpatrick, DelDOT Planning
Joe Zilcosky, DE Economic Dev. Office
Amanda Wooleyhand for Aaron Chaffinch, Town of Camden

David Edgell, Office of State Planning (Vice-chair)
Janet Vinc for Dave Hugg, Town of Smyrna
Phil Wheeler, DNREC
Milton Melendez, DE Dept. of Agriculture

Members not attending:

Rick Crawford, Norfolk Southern
Marc Dixon, Federal Highway Administration
Ann Marie Townshend, City of Dover, Planning & Insp.
Sharon Duca, City of Dover, Public Works

Ryan Long, Federal Transit Admin.
City of Milford
Tricia Faust, Dover Air Force Base
Cathy Smith, Delaware Transit Corporation

Mr. Edgell ran the meeting in Ms. Gray's absence.

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

MOTION By Mr. Kirkpatrick to approve the agenda. Seconded by Mr. Melendez. Motion carried.

- 4) ***ACTION ITEM: Approval of Minutes – August 14, 2013***

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

- 5) ***ACTION ITEM: Annual Elections***

Mr. Edgell stepped down and staff ran the meeting during the annual elections.

MOTION By Mr. Edgell nominating Ms. Gray as Chair. Seconded by Mr. Wheeler. Motion carried.

MOTION By Mr. Wheeler to close the nominations. Seconded by Mr. Riley. Motion carried.

Ms. Gray was re-elected by acclamation.

MOTION By Mr. Zilcosky nominating Mr. Edgell as Vice-Chair. Seconded by Mr. Wheeler. Motion carried.

MOTION By Mr. Kirkpatrick to close nominations. Seconded by Mr. Riley. Motion carried.

Mr. Edgell was re-elected by acclamation, and resumed as Chair of the meeting.

- 6) ***ACTION ITEM: FY 2014 Unified Planning Work Program Amendment – R. Vetter (enclosure)***
Route 10 Trail Study

Mr. Vetter reviewed the Route 10 Trail Study to be incorporated into the UPWP. The committee members viewed a map with the proposed and existing trails noted. Mr. Vetter reported that this study will cost about \$50,000 and was originally scheduled to be done by DelDOT. If the MPO does the study, DelDOT will put that funding into one of the other proposed trail segments. The money that the MPO would use for this study is "rollover" money from FY13.

Mr. Zilcosky asked if this money could be used for anything else, and asked if the TAC could be given a choice of projects. In particular, he was interested in having the funding allocated to the Garrison Oak Industrial Park, to explore the possibility of a new road connection to Route 1. Mr. Vetter explained that the Route 10 Trail project was based on meetings with the City, the County and DelDOT, as well as financial and staff resources.



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There was more discussion and the consensus was to hold Action until the Garrison Oak presentation by Mr. Kirkpatrick and Mr. Zilcosky.

MOTION By Mr. Zilcosky to defer action on this item until after Item 10. Seconded by Mr. Wheeler.
Motion carried.

There was more discussion concerning the bike trails and the connections that still need to be made; a bike trail down to John Dickinson mansion; a connection at the Hunn property; a bike trail to the main gate at Dover Air Force Base.

7) **ACTION ITEM: FY2014-17 TIP amendments – J. Galvin (enclosures)**

Mr. Galvin reviewed the two TIP amendments that were left off the last amendment. The two projects are the Eden Hill roundabout (a state-funded project on DelDOT right-of-way and property) and a bathroom facility at the Transit Center for the bus drivers. Ms. Layton reported that the 30 day public comment period began on October 1, and will end on November 1, before the next Council meeting.

MOTION By Mr. Kirkpatrick to recommend Council approve the amendments to the FY14-17 TIP. Seconded by Mr. Riley. Motion carried.

8) **ACTION ITEM: Final Draft MPO Bylaws – C. Samardza (enclosure)**

Ms. Samardza reviewed the changes requested by the TAC at the August meeting, and some language addition requested by the Governor's Office regarding PAC appointments. There were no further suggestions or questions.

MOTION By Mr. Wheeler to recommend Council adopt the draft bylaws. Seconded by Mr. Zilcosky. Motion carried.

9) **Discussion Item: DelDOT Draft FY 2015 - 2020 Capital Transportation Program – R. Vetter (enclosure)**

Mr. Vetter reviewed the distributed map, which had projects listed in order of the year they were scheduled for. He noted that the CTP public hearing was very well attended, in light of the controversy regarding the schedule change for SR1 interchange for the Kent County sports complex. The TAC members had questions and comments on several projects, particularly the sports complex. Mr. Vetter noted that this list was just a draft.

10) **Discussion Item: Garrisons Oak Park Connector Road - J. Zilcosky & M. Kirkpatrick**

Mr. Zilcosky and Mr. Kirkpatrick distributed materials for this potential project, including 2 maps and a page synthesizing the history of the project, where it stands currently, the need for a connection to SR1, and a proposal for action.

Mr. Zilcosky felt strongly that tenants for the park would be easier to find if the connector road was built, or at least being designed. The issue is funding, and the fact that currently the number of trips generated by the park do not warrant a new road.

There was considerable discussion, but the consensus was that this project will be costly and that there has not been enough discussion between the City of Dover, Kent County and DelDOT, the parties to the Memorandum of Agreement that resulted in the creation of the park. The MOA calls for an access management plan, and the three agencies need to agree on that plan before funding can be allotted to this. It was agreed that this project was not a candidate for the MPO's rollover funds from FY2013.

At this time, the TAC members reconsidered Item 6, the UPWP amendment adding the Route 10 Bike Trail Study. Mr. Vetter reported that this study is consistent with the Regional Bicycle Plan, and in fact is next on the list of prioritized projects to be done. There are no other projects proposed by the County.

MOTION By Mr. Riley to recommend Council approve the amendment to the UPWP. Seconded by Mr. Wheeler.
Motion carried.



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11) Discussion Item: Project Prioritization Process (New Projects) - J. Galvin

Mr. Galvin presented projects in the Metropolitan Transportation Plan (MTP). Currently, the North Dover Study and Delaware 8 Study projects are listed as two projects, even though both are actually a series of projects. He proposed that those projects be separated out and prioritized individually. The Camden Bypass, which the Town of Camden is interested in pursuing, is a new project that is not currently in the MTP.

Mr. Galvin also gave a brief overview of the Prioritization Working Group; although the group began a while ago, DelDOT's continuing evaluation of Decision Lens has delayed implementation of a new process. He proposed that the Working Group convene and develop rankings for the projects using the standards in place. He thought there could be one public meeting of the Working Group, and one at the next TAC. The prioritized list could then go to the Council in January. He did not expect that the new prioritization would affect financial constraints, although the Camden Bypass is a substantial project and could "kick" something now on the list down into the "wish list."

Mr. Galvin said that he would contact the Working Group members, and invited all the TAC members to participate.

Mr. Vetter asked Mr. Wheeler if the Camden Bypass project would have to be presented to the Air Quality Conformity Working Group; Mr. Wheeler said that Kent County is presently in attainment, and no new conformity would be required until the new standards take effect in 2015.

12) Member Agency Reports:

Kent County Planning – Mr. Berry reported that the County has approved an agricultural services store in Marydel on the UL Harmon Properties. She also noted that the County is starting to see construction in subdivisions in Smyrna (prior to the 5-year expiration). The Big Oak subdivision is being re-designed. There was discussion from TAC members regarding how much work needs to be done to avoid expiration, and new ordinances in place to prevent "grandfathering" of expired subdivisions.

Smyrna – Ms. Vinc reported that Smyrna is looking at easements for the extension of utilities over Duck Creek. The Town is also looking at a hybrid zoning ordinance using form-based plans.

Camden – Ms. Wooleyhand reported that the Camden Bypass is in the process of being amended into the Camden Comprehensive Plan.

Kent Conservation District – Mr. Riley reported that Kent County is working on a draft ordinance for storm water maintenance districts. The new ordinance would have a commercial component, which is a concern for the agency, particularly for underground containment. There is also a proposed oversight board, another concern for Mr. Riley; if Kent Conservation is inspecting the subdivisions, then doing the storm water work and getting paid, there is a conflict that needs to be worked out.

State of Delaware:

DelDOT Planning- Mr. Kirkpatrick reported that Rob McCleary has been named the new Chief Engineer. Mr. McCleary came "up through the ranks" at DelDOT.

DNREC – Mr. Wheeler reported that the California low emissions standards for Delaware is in the public comment period, and will be adopted by the end of the year if there is no significant comment.

Agriculture /

Statewide Planning – Mr. Edgell reported that the annual report will be published this month. It goes to the Cabinet Committee this week for review.

DEDO – Mr. Zilcosky reported that ILC/Grayling has moved manufacturing of large industrial bags to Seaford from Mexico. They have hired 50 people, and estimate for about 115; they hope to reach 180 employees in 3 years. There were over 1,000 applications for the jobs. He noted that it was nice to see jobs coming to the US from Mexico, and that Kraft brought 18 jobs from Mexico to Delaware by moving their Koolaid production to Dover.



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13) Staff Report:

13.1 Outreach Activities – K. Layton

13.2 UPWP Progress & Financial Reports – R. Vetter (enclosure)

Ms. Layton reported on the MPO outreach activities she has participated in. She noted that the Bicycle Summit, now called “Heels and Wheels” will be held on March 21 at Clayton Hall at the University of Delaware. The Governor’s Office appointed a new PAC member, Mr. Jonathan Street from Becker Morgan, and re-appointed Ms. Phyllis Collins.

Mr. Kirkpatrick expressed a concern about a conflict of interest, since Mr. Street works for a consultant employed by both DelDOT and, at times, the MPO. Staff assured TAC members that this concern would be brought to the Council for discussion.

Mr. Vetter reported that Gary Norris, Milford’s TAC representative, has retired. He has contacted Milford about a new TAC member. Mr. Edgell said that he believed Mr. Norris would be consulting for Milford as needed.

Staff distributed the draft meeting schedule for calendar year 2014.

14) Next Meeting: December 11, 2013

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