



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 FEBRUARY 13, 2013

Technical Advisory Committee Representatives attending:

David Edgell, Office of State Planning (Vice-chair)
Michael Tholstrup for Dave Hugg, Town of Smyrna
Ann Marie Townshend, City of Dover, Planning & Insp.
Valerie Gray for Phil Wheeler, DNREC
Lisa Collins for Cathy Smith, Delaware Transit Corporation
Milton Melendez, DE Dept. of Agriculture
Tricia Faust, Dover Air Force Base
Marc Dixon, Federal Highway Administration
Gary Norris, City of Milford

Members not attending:

Mary Ellen Gray, Kent County Planning (Chair)
Joe Zilcosky, DE Economic Dev. Office
Rick Crawford, Norfolk Southern
Byard O'Neal, DE Motor Transport Assoc.
Michael Kirkpatrick, DelDOT Planning

Tim Riley, Kent Conservation District
Sharon Duca, City of Dover, Public Works
Ryan Long, Federal Transit Admin.
Municipal Representative – vacant

Non-members attending:

Earle Timpson, DelDOT Finance
Mayor Tinari, Town of Cheswold
James Galvin, MPO Staff

Drew Slater, Congressman Carney's Office
Rich Vetter, MPO Exec. Director
Chris Kirby, MPO Staff

1) **Introduction of Members & Guests**

Mr. Edgell ran the meeting in the absence of Ms. ME Gray, TAC Chair. He called the meeting to order at 10:05 AM.

2) **Public Comments**

3) ***ACTION ITEM: Approval of Agenda***

Mr. Vetter noted that Earle Timpson was in attendance to give a presentation on the FY 14 DelDOT financial outlook. He asked that the agenda be modified to include Earle's presentation as an individual discussion item. Ms. Townshend requested that Agenda Item #5 be modified to include the addition of the Dover High School Pedestrian Study as an amendment to the FY 2013 UPWP.

MOTION By Ms. Townshend to approve the revised agenda. Seconded by Mr. Norris. Motion carried.

4) ***ACTION ITEM: Approval of Minutes – December 12, 2012***

MOTION By Ms. Townshend to approve the minutes. Seconded by Ms. V. Gray. Motion carried.

5) ***ACTION ITEM: Amendment to the FY13 UPWP – West Street Traffic Study*** **Dover High School Pedestrian Circulation Study**

Mr. Vetter provided the TAC with a discussion of the proposed traffic analysis along West Street in Dover. He noted that the proposed analysis will evaluate the advantages & disadvantages associated with converting West Street into a 1-way street in the southbound direction. He said that this concept has been around for a number of years, due to the queues that occur at the North Street/West Street intersection. He noted that the analysis will evaluate required improvements to Queen Street, such as increased turn lane length, signal timing adjustments, etc. The analysis will also examine any adverse impacts to access, businesses, and existing bus routes. Mr. Vetter said that this study is not listed in the FY 13 UPWP, which requires the MPO to amend the UPWP. Ms. V. Gray asked about the cost of the project and whether there were sufficient funds in the UPWP to cover this amendment. Mr. Vetter said that there is about \$60,000 remaining in the "consultant services" budget for the remainder of the fiscal year. He said that he has recently received a scope of work from RK&K to complete this study for



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about \$20,000. Mr. Vetter indicated that there should be sufficient funding in the current UPWP to complete both projects being requested as amendments.

MOTION By Ms. Townshend approve the West Street Traffic Study amendment. Seconded by Mr. Norris.
Motion carried.

Ms. Townshend then gave a presentation about the proposed pedestrian study in west Dover. She indicated that she had recently taken a field view with Capital School District and DelDOT representatives to determine the potential communities where students could be walking to the new high school. She said that state regulations mandate that students within 2 miles of a high school are not to be bused to school, unless there are no safe means provided for them. Based on their recent field view, Ms. Townshend noted the large number of communities within 2 miles of the new high school. She pointed out that communities such as Walker Woods, Woodmill, and Nottingham Meadows are within 2 miles of the school and students would not be bused (unless they don't have a safe way to get to school). Based on preliminary numbers provided by the school district, an additional 6 buses would be required to bus these students to school, which could prove very expensive. On behalf of the City's Safety Advisory & Transportation Committee, Ms. Townshend requested that the MPO conduct a study of the pedestrian needs in this portion of the city, which would also include Shutte Park. She said that the study would include developing a prioritized list of short term and long term recommendations for sidewalks and other pedestrian improvements. Ms. Townshend also noted that the City Manager is working with DelDOT Traffic engineers to discuss options for a traffic signal at the east entrance to the new high school.

MOTION By Ms. V. Gray to approve the West Dover Pedestrian Study (Dover High School). Seconded by Ms. Townshend. Motion carried.

6) Discussion Item: Draft FY2014- 2017 Transportation Improvement Program – J. Galvin

Mr. Galvin provided the TAC with handouts that included a map of the proposed DelDOT Capital Transportation Program projects from 2014 – 2019, as well as a description of the differences between the 2013-2018 CTP and the 2014-2019 draft CTP. He noted that the map had several projects in light gray text. These projects are either not funded in the FY 2014-2019 CTP or there are no federal funds allocated in that time period. Mr. Galvin mentioned that several of the projects in the draft CTP have been pushed back in terms of their implementation schedule, including the Route 8/Hazletville Road connector, U.S. 13 (Court Street to Lockerman Street) pedestrian improvements, and Barratt's Chapel Road improvements.

Mr. Timpson then provided the TAC with a presentation on the proposed FY 14 financial outlook for DelDOT. He emphasized that there will be no borrowing this year, as the Department continues to reduce its debt service. He said that debt service has been reduced to 33% of the DelDOT operating expenses, down from 36% a year ago. The presentation included a discussion of the DelDOT revenue sources, details regarding the FY 14 budget request (a 2% decrease from last year), and a description of the high costs associated with providing statewide paratransit service. The TAC requested that Earle provide them with a copy of the presentation. Mr. Timpson said that he will e-mail the presentation to Mr. Vetter, who will provide it to the TAC.

7) Discussion Item: Draft FY2014 Unified Planning Work Program (UPWP) – R. Vetter

Mr. Vetter discussed the 1-page summary of the proposed FY 14 UPWP. He said that the first 6 tasks of the UPWP are essentially the same from year to year. He noted that the long range transportation plan was recently completed and won't need to be updated for another 4 years. Mr. Vetter said that he has solicited some ideas for future transportation studies from MPO staff and DelDOT reps, and presented those to the TAC. He said that the U.S. 13 pedestrian counts will be a task in the FY 14 UPWP, as the MPO has been working with Del State University on improving pedestrian safety along the U.S. 13 corridor. He presented some of the ideas that have been discussed, which included a Dover Bicycle Parking Assessment, U.S. 13 Streetscape Planning study, and a Route 8 Monitoring Report. Ms. Townshend said that bike parking is needed downtown, particularly near the temporary employment agency. Mr. Vetter said that Gary Norris suggested a planning study of Airport Road in Milford. Ms. Collins suggested that the MPO include a route-specific study of Kent County fixed routes, to see what improvements could be implemented to improve ridership or service. Mr. Vetter said that the MPO is in the process of soliciting ideas to include in next year's work program, and welcomes the TAC's input. He noted the UPWP schedule, indicating that the draft UPWP will be sent to the TAC in March and presented as an action item in April.



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8) Member Agency Reports:

Smyrna – Mr. Tholstrup reported that work on Sunnyside Road is moving forward as planned. New street lighting along Carter Road (from U.S. 13 to Sunnyside Road) is being pursued. The Town is looking to obtain funding for decorative lighting along U.S. 13 from Duck Creek to Lake Como.

Other Municipalities/Cheswold – Mayor Tinari reported that the Town has a new police chief, who is very proactive and is working well with the town leaders and residents. The Mayor mentioned that the new bike lanes on U.S. 13 are very dangerous. He said that additional pavement markings, such as striping the lanes a completely different color, would enhance visibility for motorists.

Dover Air Force Base – Ms. Faust said that they are looking to do a new land use plan of the DAFB. Big push to consolidate services, save money – tasks have to be mission-essential now to be justified. Some services such as the hospital can be provided on the civilian side (Bayhealth), so there is no need to duplicate services.

State of Delaware:

DTC - Ms. Collins reported that DTC is working on revisions to Route 107 schedule (include Luther Village). Staff is looking at the ramifications to bus service if funds were cut 2% or 4%. DTC is incorporating additional performance measures into their monitoring efforts. DTC has been working with the City and Dick's Sporting Goods to discuss the new bus stop location at the Dover Mall, once Dick's is under construction. They have come to an agreement with regards to the new location.

DNREC – Ms. V. Gray reported that DNREC is having a “green commute” week for its employees in March, encouraging them to travel to work via alternatives to a single-occupant car (bike, carpool, vanpool, walk, bus)

Statewide Planning / Mr. Edgell reported that State Planning will be moving to the DelDOT building in July.

9) Staff Report –

9.1 Outreach Activities – R. Vetter

9.2 UPWP Progress & Financial Reports – R. Vetter

Mr. Vetter said that the MPO newsletter was recently sent out to the TAC members. He also said that the 2012 Information Book is in progress and should be completed in March. He noted that the Levy Court recently appointed 2 new members to the PAC, and the PAC now only has 1 vacancy.

MOTION By Mr. Melendez to adjourn the meeting. Seconded by Ms. Townshend. Motion carried.

10) Next Meeting: April 10, 2013