DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE

MINUTES OF OCTOBER 14, 2015

Technical Advisory Committee Representatives attending:

Mary Ellen Gray, Kent County Planning (Chair) Tim Riley, Kent Conservation District

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

Ann Marie Townshend, City of Dover, Planning & Insp. Valerie Gray, DNREC

Sharon Duca, City of Dover, Public Works Joe Zilcosky, DE Economic Dev. Office

Tremica Cherry for C. Smith, DE Transit Corporation Lt. Jamie Filer for J. Vallee, DAFB

### Milton Melendez, DE Dept. of Agriculture Aaron Chaffinch, Town of Camden

### Marc Dixon, Federal Highway Administration

Members not attending:

### Ryan Long, Federal Transit Administration City of Milford

Rick Crawford, Norfolk Southern Dave Hugg, Town of Smyrna

Non-members attending:

B.J. DeCoursey, Univ. of Delaware Rich Vetter, MPO Staff

Kate Layton, MPO Staff James Galvin, MPO Staff

Chris Kirby, MPO Staff Catherine Samardza, MPO Staff

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

MOTION By Ms. Townshend to approve the agenda. Seconded by Ms. Duca. Motion carried.

1. *ACTION ITEM*: Approval of Minutes – August 12, 2015

Ms. V. Gray noted that the minutes refer to Chargepoint as a credit card company; it is actually an EV charging station company.

MOTION By Mr. Edgell to approve the minutes as amended by Ms. V. Gray. Seconded by Mr. Zilcosky.

 Motion carried.

1. *ANNUAL ELECTIONS:* Elections of Chair and Vice-Chair - Staff

Ms. Samardza reviewed Roberts Rules regarding elections, giving the TAC members a choice in how to proceed. The TAC chose to continue as it has in the past, with MPO staff running the meeting and nominations from the floor, but with no requirement to vote on each nomination or a motion to close nominations.

MOTION By Ms. Townshend nominating Ms. Mary Ellen Gray as Chair. Seconded by Ms. V. Gray.

There were no further nominations and Ms. Gray was elected Chair by acclamation.

MOTION By Ms. V. Gray nominating Mr. David Edgell as Vice-Chair. Seconded by Mr. Chaffinch.

There were no further nominations and Mr. Edgell was elected Vice-Chair by acclamation

1. *ACTION ITEM*: FY 2016 Amended UPWP - Rich Vetter (enclosure)

Mr. Vetter reviewed the changes to the UPWP, which includes the Senator Bikeway, a project from Dover’s Bicycle Plan. Money was also allocated to develop data for a Congestion Management System (CMS) for the MPO region similar to a program that WILMAPCO manages. Ms. Townshend said that the Downtown Dover Partnership is interested in having a parking study done. Mr. Vetter also noted that for the Long Range Plan update, the MPO would be contracting with the University of Delaware for telephone surveys as part of the public outreach process.

Ms. Robinson said that the CMS project is a big one, especially as Level of Service (LOS) is part of the prioritization criteria.

Money allocated to new projects: $50,000 – Dover parking study

 $25,000 – Congestion Management System

 $50,000 – Senator Bikeway

MOTION By Ms. Townshend to recommend Council approve the amended UPWP. Seconded by Mr.

 Melendez. Motion carried.

MOTION By Ms. Townshend to amend the agenda, moving Item 8, State Strategies Maps updates,

 before Item 7, Low Stress Bicycling Network Study. Seconded by Mr. Zilcosky.

 Motion carried.

1. (8) PRESENTATION and DISCUSSION: State Strategies Map updates – D. Edgell, Office of State Planning (enclosure)

Mr. Edgell gave a PowerPoint presentation concerning the update of the State Strategies maps, which occurs every five (5) years. He noted that the schedule for public hearings was included in the TAC materials, and there would be three in Sussex County, two in Kent County and 2 in New Castle County. The public comment period ends on November 4, 2015. Mr. Edgell also provided map displays for TAC members to look at. The State Strategies are designed to coordinate land use decisions with the provision of services and infrastructure at the State and local levels. State agencies also use the State Strategies to coordinate with the Office of Management and Budget (OMB).

There are different levels of land use in the maps:

1. Urban areas/towns and cities
2. Growing areas
3. Suburban areas
4. Rural and agricultural/some residential
5. Out of play – parks and trail improvements, sports fields are allowed, no private development

Mr. Edgell noted that the maps are not parcel based, and interested parties must check with local governments regarding land use possibilities. He warned that even in investment areas, not all parcels can be developed.

Public Comments may be made in writing, at the public hearings, or on the website.

There were questions concerning specific areas, and Ms. V. Gray wanted to know how many acres of agricultural land changed to development. Mr. Edgell said that information is not factored into the strategies, but he can get that information, and asked that Ms. V. Gray contact him later.

He reported that there are no major changes in the maps. There were questions and concerns regarding registered developments that have not moved forward; Ms. ME Gray said that the County has expunged some of those developments. In other cases, the developer does just enough work to keep the project from being expunged.

There were questions concerning the projected need for more housing, and where that housing would be built. Mr. Edgell said that, while there are some development going on, there is not a lot of movement right now. Ms. ME Gray said that the new ordinances regarding waste water would help with keeping development out of areas with no infrastructure. Mr. Edgell said that even in Sussex County, infrastructure is going to Levels 1, 2, or 3. He felt that was a good sign that the strategies are a viable approach.

1. (7) PRESENTATION:Low-Stress Bicycling Network Study - B.J. DeCoursey, University of Delaware

Mr. DeCoursey explained that the University of Delaware is working with DelDOT to develop a community survey to identify low-stress bike routes. The survey is intended to be used by local governments to identify problems facing bicycle riders. He said that it is a “grass roots” type of project, starting with the towns, and said that the MPOs – both the D/KC MPO and WILMAPCO – would be involved.

In particular, the survey will be used to identify routes that have major problems for biking such as “scary” traffic that would cause bicyclist to make detours rather than use the route.

Mr. DeCoursey noted that the idea behind the survey is not to “fix” all roads, but to find low-stress connections for bicycle riders. There are 4 types of roads identified:

1. Bike/ped trail or low level traffic
2. Low speed traffic, wide shoulders
3. Shared lanes
4. Heavy traffic (that only NYC bike messengers would be comfortable in)

He said that most municipal planning commissions aren’t aware of these issues. He also noted that DelDOT “has done most of the work for us” and the information is in a GIS data base (traffic volume, etc.).

Mr. DeCoursey said that local knowledge is important in identifying the issues facing a bicycle rider. The survey forms that were sent to the TAC members were 3 different versions being considered for use by the municipalities. The list provides prompts as to what to look for, and the responses are color coded (as to type of impediment). He was looking for input as to what degree of specificity should be used for the surveys (version 1, 2, or 3).

The TAC members had questions concerning the target municipalities, how the survey information would be used, and made suggestions concerning the surveys. Education concerning the rules of the road were mentioned, but the survey is not designed to have an education component. The goal of the survey is to make it easy for a bicycle riders to “do the right thing.”

1. DISCUSSION ITEM: Project Prioritization Working Group Project Rankings – Jim Galvin (enclosure)

Mr. Galvin reviewed the history of the MPO’s project prioritization process, what issues led to the formation of the Working Group, and noted the TAC and PAC members who participated in the 2015 meetings.

He reported that the Working Group came to the decision to use DecisionLens, but with criteria and weighting developed by the MPO. He explained the process of identifying the criteria, and how DecisionLens was used to develop the weighting using pair-wise comparisons. He then reviewed all the criteria and weighting, and showed the priority project list that was the result of the work.

He said that some things are lacking in the criteria. For example, Level of Service (LOS) information is not available and was scored as not applicable. He noted that WILMAPCO has been collecting LOS information for years, and that the MPO should consider developing the same for Kent County. He also felt that Bicycle/Pedestrian Safety and the Air Quality criteria should be looked at more closely.

There was discussion concerning the projects on the list. If a project was already listed in the CTP and funded, it was not in included in the projects ranked by DecisionLens using the MPO criteria. However, since the projects were ranked AFTER DelDOT’s draft CTP was published, it turned out that many of the top projects on the list were in the CTP. Mr. Galvin felt that this indicates that the MPO criteria, while different, would not be in major disagreement with DelDOT.

He reminded the TAC that the long range plan would be updated next year, and this process would be used for projects in the Plan. The Working Group would need to be convened early in 2016. Meeting early in the year would also ensure that the TIP list of priority projects could be sent to DelDOT before the draft CTP was published.

1. *ACTION ITEM*: Project Prioritization Working Group (Decision Lens) - MPO Staff

Mr. Galvin asked if the TAC would like to make the process and list official, by endorsing it to Council for adoption. Council could then forward the list to DelDOT. He noted that DelDOT has already seen some of these projects. He also said that this method would be used to prioritize projects for the Metropolitan Transportation Plan next year. The Working Group would get together early in 2016 to develop a new list of priority projects for the Plan.

MOTION By Mr. Chaffinch to recommend Council endorse the prioritization process developed by the

 Prioritization Process Working Group, and to adopt the list of projects that resulted from the

 process. Seconded by Ms. Townshend. Motion carried.

Mr. Galvin noted that the Working Group would need to make the changes to the criteria discussed as the MPO moves forward to the long range plan. Ms. ME Gray said that the process was long, but a good one that the MPO would be able to build on. Mr. Galvin said that, despite his original misgivings, he felt that the DecisionLens process resulted in a good, realistic and relevant list. Ms. Robinson said that the MPO could always add data and criteria to the program. Ms. ME Gray added that it was good to get more exposure to the DecisionLens program, for more people to understand the program.

1. Member Agency Reports:

**Kent County Planning** – Ms. ME Gray reported that 7 subdivision have been approved by the County Stormwater process. Three more are ready for hearing, and a number of others are in the process. She said that Kent County gets an e-mail from an HOA about once a week regarding the program.

**Kent Conservation District** – Mr. Riley reported that the Supreme Court overruled the 2014 Stormwater regulations, calling it a technical document that is not a law, and that there was no public comment period on the document. The Court found this inappropriate. Mr. Riley expressed concern that everything that has gone forward using the 2014 regulations may be challenged in court, especially because regulations previous to 2014 were handled in the same manner. At this time, there are no statewide regulations for stormwater. Ms. Gray added that DNREC has asked for a stay on the Court’s decision and will appeal.

**DNREC** – Ms. V. Gray reported that on October 1st the EPA’s new ozone standard was implemented. The State has two years to collect data for the new standard to demonstrate attainment for the whole State (rather than by county).

**DEDO** – Mr. Zilcosky reported that the Small Business Conference will be held at the Chase Center in Wilmington on October 20th.

1. Staff Report:

12.1 Outreach Activities – Kate Layton

12.2 UPWP Progress & Financial Reports – Rich Vetter (enclosures)

Mr. Vetter reported that the charrette for the Capital Gateway project would take place beginning November 16, but there is no location yet. The idea is to have the charrette in the corridor, and first choice is the new Sankofa Cultural Center, with the Solid Rock church as a fall back.

Mr. Galvin announced that the Delaware APA annual meeting would take place on December 8th at Frazier’s in Kent County.

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

1. Next Meeting: December 9, 2015