**DOVER/KENT COUNTY MPO PUBLIC ADVISORY COMMITTEE**

**MINUTES OF APRIL 25, 2017**

**PUBLIC ADVISORY COMMITTEE MEMBERS attending:**

**Michael Gumrot, Chair Jayce Lesniewski, Vice Chair Chris Asay**

**Shane Breakie Dr. Carolyn Cohee Jonathan Contant**

**Karen McGloughlin Bruce Snow Jesse Spampinato**

**Tracey Miller Dr. Carlton Cannon, Jr.**

**PUBLIC ADVISORY COMMITTEE MEMBERS not attending:**

**Dr. Phyllis B. Collins Earle Dempsey Kevin Yingling (alt/KCLC)**

**Dean Holden (alt/KCLC)**

**NON-MEMBERS attending:**

**Rich Vetter, MPO Kate Layton, MPO James Galvin, MPO**

**Catherine Samardza, MPO**

**1. INTRODUCTION OF MEMBERS & GUESTS**

**2. PUBLIC COMMENTS**

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

MOTION By Mr. Asay to approve the agenda. Seconded by Mr. Spampinato. Motion carried with

 one abstention.

**4. *ACTION ITEM:* Approval of Minutes, Dec. 14, 2016**

MOTION By Mr. Snow to approve the December 2016 minutes. Seconded by Ms. McGloughlin.

 Motion carried with one abstention.

**5. *ACTION ITEM*:**  **FY 2018 Unified Planning Work Program (UPWP) - Rich Vetter**

Mr. Vetter reviewed the one-page summary of the Unified Planning Work Program for 2018. He noted that the total available funds for this year is more than last year, due to rollover funds from FY2016. The first several projects are yearly projects that are always in the UPWP, such as salaries and office rent, support for the committees and council, outreach, creating the TIP, GIS and financial support for the Population Consortium projections. Project 07 is technical and financial assistance to member agencies. Proposed projects in this section include a study of North State Street near McGlynns Pub for the City of Dover (an area that DelDOT is repaving now), a Parking Study and a Truck Traffic Study for Milford and pedestrian counts at Delaware State College at US13 and College Road. This last is an annual project to see if pedestrians are using the crosswalks. There was some discussion concerning the proposed projects.

MOTION By Ms. Miller to recommend that Council adopt the proposed UPWP. Seconded by Mr.

 Snow. Motion carried.

**6. *ACTION ITEM:* FY 2018 - 2021 Transportation Improvement Program (TIP) - Jim Galvin**

Mr. Galvin reported that the FY2018-2021 Transportation Improvement Program is not much different from last year’s TIP. DelDOT Capital Transportation Program and the TIP must agree regarding projects in the MPO area. He noted that all grade-separated intersections in the TIP will be completed by 2020, and the West Dover Connector is expected to be complete in the fall of 2017. He noted that there are four (4) new projects:

* Route 8 (at the Dunkin’ Donuts, which will be moving to one of the new buildings) - relief route to Beiser Boulevard. The City of Dover has reserved right-of-way, and four new buildings will be constructed along the road.
* Scarborough Road to Dover Mall – there is not a lot of information from DelDOT on this project, but the concept seems to be a service road exit from Route 1. Mr. Galvin noted that the North Dover Study completed by the MPO included a service road at this location, but not a Route 1 exit.
* SR1 Milford/NE Front Street improvements. This is a grade-separated intersection due for construction to be completed in 2020.
* Irish Hill Road – a short section of road to be straightened out from Woodleytown Road to McGinnis Pond Road.

There was a comment regarding errors in the TIP, which Mr. Galvin said would be corrected. There was only minor discussion.

MOTION By Mr. Contant to recommend Council adopt the FY2018-2021 TIP as presented with

 corrections noted. Seconded by Ms. Miller. Motion carried.

**7. DISCUSSION ITEM:Updated Functional Classification Map - Jim Galvin**

Mr. Galvin reviewed the work that went into the updated functional classification map. Review of the map was triggered by census findings, and was reviewed by the MPO’s Data and Demographics Working Group and coordinated by Dan Blevins at WILMAPCO. Multiple agencies reviewed the roads affected by the census information, which is based on identification of urban clusters that change traffic patterns. Mr. Galvin noted that the last map had been done by hand, while this newest map was done through GIS applications. The federal agencies have approved the road classification changes reflected in the map.

Mr. Galvin reviewed the list of Kent County roads that have been re-classified. In addition to a number of upgraded roads, there were a few roads that were downgraded in class. Dr. Cohee noted that these changes will affect snow removal and how roads are handled, and asked if the public was notified. Mr. Galvin responded that the approval of the changes was from the federal agencies to DelDOT’s Secretary Cohan, and the MPO is not aware of what DelDOT may do with the information. Dr. Cohee said that the information needs to be gotten out there (to the public) as soon as possible. Mr. Galvin said that the MPO would talk to Drew Boyce (director of DelDOT Planning). There was some further discussion concerning National Highway System classification and how it would affect snow removal. Mr. Spampinato asked if the information was shared with utility companies, and Mr. Galvin said that it would be available on DelDOT’s website, and the MPO would make it available as well. Mr. Spampinato said this information would impact Delmarva Power and the Delaware Electric Coop. Dr. Cohee said it would impact emergency services as well. Mr. Vetter said staff would look into this. There was further discussion concerning how this would affect the public, travel and utilities.

**8. PRESENTATION: Garrison Oak Traffic Study - Rich Vetter**

Mr. Vetter reviewed the results of the Garrison Oak Traffic Study, which had been discussed at a previous TAC meeting. The study, requested by the City of Dover, included traffic counts, the current conditions at the Industrial Park, and a series of projections. Those projections looked at the existing conditions (including a tenant that is not yet in occupancy), 50% and 100% occupancy. Based on similar usage, no major traffic changes are predicted. If a company like Amazon came in, another study would be required. Truck traffic currently is not an issue. Mr. Vetter reported that even if some truck traffic occurs, it would be a matter of perception in regards to quality of life, but not a traffic issue for the Level of Service (LOS). Dr. Cohee noted that when Garrison Oak was built, residents complained about the construction truck traffic. She said it wasn’t about the numbers, it was about the trucks. Mr. Vetter said that there is property reserved for an access road in case it is required in the future. Mr. Breakie said that traffic can’t get to Route 1 from the Industrial Park, and trucks are not allowed on Route 9. There was some discussion concerning the potential road and how the lack of the road affects economic development. Mr. Vetter said that the MPO has heard from the City of Dover that potential clients have pulled out due to the lack of Route 1 access. He noted that DelDOT has no problems with the road concept, but funding is an issue. Mr. Gumrot commented that at least with a design and road alignment in place, Dover could have a discussion with potential clients.

**9. DISCUSSION ITEM: Regional Bike Plan Update - Rich Vetter**

Mr. Vetter reported that the Working Group is finalizing recommendations for the Plan. The list provided indicates the priority ranking of the projects that will be included in the Plan. He noted that in the 5-6 years since the original Plan, some project recommendations had been completed. There was some discussion concerning individual projects. Ms. McGloughlin asked if this Plan is approved or just proposed; Mr. Vetter said that this it is a draft, the MPO hopes to finalize the Plan this summer. Ms. McGloughlin said she was concerned about the students on Route 8 at Dover High School, and Mr. Asay said that the Senator Bikeway addresses that issue. The Bikeway is in design, and there will be a public workshop for residents before the design is finalized.

**10. \*\*\* MEMBER REPORTS \*\*\***

Mr. Gumrot reported that the soccer fields along Route 1 opened two weeks ago. Dr. Cohee said that DelDOT did a lot to accommodate the fields, but the South Frederica project wasn’t part of that.

Mr. Asay reported that the Dover Bicycle and Pedestrian Committee has concerns about the nearly completed West Dover Connector. The off-road multi-use path changes road sides at Eden Hill, but the 40 MPH truck traffic is not controlled by a signal light. Unfortunately, DelDOT’s traffic counts do not warrant a light at the intersection at this time. He added that the City Council is sending a letter of concern to DelDOT.

Mr. Breakie asked about the cost overrun on the project that was discussed at the last PAC meeting. Ms. Layton reported that the condition of the road indicated that additional improvements to North Street were needed. Mr. Galvin said that rather than creating a whole new project, the improvements were added to the West Dover Connector to allow the construction to move forward. There was discussion concerning the pre-formed concrete panels being used on the project. Dr. Cohee reported that DelDOT had used the panels previously at Routes 141 and 113, and any problems had been worked out. She said the panels are more durable and no joint sealant is needed.

**11. Staff Reports –**

**11.1 Progress & Financial Reports – Rich Vetter**

**11.2 Other Project Updates/Activities – MPO Staff**

 **- Annual PAC Workshop location**

**11.3 Correspondence, Publications/Reports/Outreach – K. Layton**

Ms. Layton presented information from different restaurants for PAC consideration for the Annual Workshop location. Once again, the consensus was Dover Downs. There was discussion concerning a featured presentation/speaker, and the PAC members agreed on the topic of the Camden Bypass.

Ms. Layton then reported on her summer event/tabling activities. Mr. Contant suggested she do a “boost” on the MPO FaceBook page. He thought it would be a good place to put the information regarding the road re-classifications and how that will affect snow removal and winter traffic. Ms. Layton said that she has boosted the page, and it is still ongoing. The page has gone from 260 “likes” to 348

**12. ADJOURN**

MOTION By Ms. Miller to adjourn the meeting. Seconded by Dr. Cohee. Motion carried.

**\*\*Next Meeting, Annual PAC Workshop, Tuesday, June 27, 2017\*\***