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

**MINUTES OF APRIL 12, 2017**

**Technical Advisory Committee Representatives attending:**

**David Edgell, Office of State Planning (Vice-chair) Jason Berry, Kent County Planning**

### Tim Riley, Kent Conservation District Win Abbott, Town of Smyrna

**Kate Mills for Jason Lyon, Dover Public Works Matt Jordan, Dover Air Force Base**

**Lindsay Donnellon, Federal Highway Administration Rob Pierce, City of Milford**

**Sarah Coakley, DelDOT Planning Lauren DeVore, DNREC**

### Tremica Cherry for C. Smith, DE Transit Corporation Milton Melendez, DE Dept. of Agriculture

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### Members not attending:

### Aaron Chaffinch, Town of Camden Lee Derickson, DE Motor Transport Assoc.

### Ryan Long, Federal Transit Administration Rick Crawford, Norfolk Southern

### Joe Zilcosky, DE Economic Dev. Office City of Dover Planning

**Non-members attending:**

**Shilpa Mallem, TY Lin 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. Riley to approve the agenda. Seconded by Mr. Melendez. Motion carried.

1. ***ACTION ITEM*: Approval of Minutes – December 14, 2016**

MOTION By Ms. DeVore to approve the minutes of December 2016. Seconded by Mr. Jordan.

 Motion carried.

1. ***ACTION ITEM*:**  **FY 2018 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 McGlyn’s Pub for the City of Dover, a Parking Study and a Truck Traffic Study for Milford and pedestrian counts at Delaware State College at US13 and College Road. This is an annual project to see if pedestrians are using the crosswalks. Mr. Edgell asked if there would be funding for any transportation studies proposed later in the fiscal year, and Mr. Vetter said that there is funding available for additional projects if needed.

MOTION By Mr. Pierce to recommend Council adopt the FY2018 UPWP. Seconded by Ms. Coakley.

 Motion carried.

1. ***ACTION ITEM:* FY 2018 - 2021 TIP - Jim Galvin (enclosures)**

Mr. Galvin reported that the FY2018-2021 Transportation Improvement Program is not much different from last year’s TIP. 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 some discussion concerning the projects. Mr. Galvin noted that all grade-separated intersections in the TIP will be completed by 2020. The West Dover Connector is expected to be complete in the fall of 2017. He referred the TAC members to the one-page summary of projects provided for convenience.

MOTION By Mr. Pierce to recommend Council adopt the FY2018-2021 TIP as presented. Seconded by

 Mr. Melendez. Motion carried.

Mr. Edgell suggested that for the next long range plan updated, it would be worthwhile to begin conversations with the municipalities to develop a future list of priority projects.

1. **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 coordinated by Dan Blevins at WILMAPCO. Multiple agencies reviewed the roads affected by the census information, including DelDOT and the MPO. 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.

There was discussion concerning the upgrade in classification of particular roads. There were also a few roads that were downgraded in class. Mr. Edgell asked what the acronym “GATE” on the heading of the map stood for; Ms. DeVore said it stands for “Geographical Access To Everything.” Mr. Berry asked if the map was updated every 10 years; Mr. Galvin said that yes, the update is triggered by census changes.

1. **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). He noted that there is property reserved for an access road in case it is required in the future. There was some discussion concerning the potential road. It was felt that from an economic development standpoint, it is a good idea to have the option. Acorn Lane, the current access road, cannot be improved in any significant way to handle a large amount of truck traffic. It is a residential area, and improvements could impact drainage and increase traffic speed. It was thought that this would be a good time for the City of Dover to incorporate a plan for the access road into the Comprehensive Plan. Mr. Galvin noted that inclusion in the Comprehensive Plan would allow the MPO to include the project in the Regional Transportation Plan (aka the Long Range Plan). Mr. Edgell said that municipalities could amend the Comprehensive Plans at any time if so needed. It was suggested that the City of Dover should work with the MPO and DelDOT to develop the road alignment in case of future need.

1. **DISCUSSION ITEM: Regional Bike Plan (RBP) 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. There will be a public workshop in the summer for additional input. Mr. Edgell suggested that the Lincoln Park project be added to the City of Dover’s Bicycle and Pedestrian Plan. TAC members discussed some of the individual projects.

1. **Member Agency Reports:**

**Kent Conservation District –** Mr. Riley reported that there are 16 communities included in the KC Stormwater program. Sixteen (16) more are in the process of incorporating into the program. He said it has been a successful voluntary program. He also noted that the equipment program has run into issues. Due to hauling permit requirements what used to take 45 minutes now takes 3 hours to transfer equipment on roads that have blind curves and no shoulders. In addition to the time factor, safety issues are involved. Mr. Riley felt that this was an issue that needs to be resolved.

**Milford –** Mr. Pierce reported that Milford will hold public workshop sessions for the Comprehensive Plan update on May 3 (1:30 – 3PM and 4:30 – 6PM). The workshops will be held prior to the PLUS process. Milford hopes to have the Comprehensive Plan finalized before the end of the calendar year.

**Kent County Planning –** Mr. Berry reported that the County is beginning its Comprehensive Plan outreach. There is an online survey, recently condensed from 25 questions to just ten.

**State of Delaware: DelDOT Planning –** Ms. Coakley reported that DelDOT is updating the Statewide Bicycle Plan and Long Range Transportation Plan. Public outreach is an ongoing process.

**State of Delaware: DTC –** Ms. Cherry reported that service changes will take place on May 22. The 108 route will expand to Persimmon Tree Road and up to the Dover Mall. Route 113 will be eliminated, and Route 112 will cover College Road. DTC is in talks with Smyrna and Milford for service expansion.

**State of Delaware: DNREC –** Ms. DeVore reported that DNREC’s new Secretary is Sean Garvin, formerly of EPA Region 3. DNREC was accepting public comment until April 3 on the Volkswagen settlement mitigation plan. She also reported that DNREC has an interactive flood planning application. Representatives from DNREC will attend an EPA hearing regarding the Clean Air mandate regarding expansion of ozone transport regulations. The EPA denied the petition sent in, and is only allowing five minutes per person to speak at the hearing.

1. **Staff Reports:**

**11.1 Outreach Activities – Kate Layton**

**11.2 UPWP Progress & Financial Reports – Rich Vetter**

Ms. Layton reported on the summer events the MPO has been and will be attending: 55+ Expo, Milford’s Bug and Bud Festival, Dover Days, and a Bike Rodeo. She noted that the PAC annual workshop will be held on June 27th. The MPO’s FaceBook page has more than 300 “likes.” She hopes to add videos to the page.

Mr. Vetter announced that the public workshop for the Dover Parking Study drew 35 attendees. There will be one more public workshop before the final recommendations are made to the City. He noted that the majority of people said there was a need for way-finding signs and there were concerns about public safety issues, but no pressing need for a parking garage.

1. **Next Meeting: June 14, 2017**

MOTION By Mr. Riley to adjourn the meeting. Seconded by Ms. Cherry. Motion carried.