**DOVER/KENT COUNTY MPO**

**TECHNICAL ADVISORY COMMITTEE**

**MINUTES OF AUGUST 9, 2017**

**Technical Advisory Committee Representatives attending:**

**David Edgell, Office of State Planning (Vice-chair) Win Abbott, Town of Smyrna**

**Ed Diaz, City of Dover, Planning & Insp. Sarah Coakley, DelDOT Planning**

**Aaron Chaffinch, Town of Camden Matt Jordan, Dover Air Force Base**

**Kris Connelly for Jason Berry, KC Planning Lauren DeVore, DNREC**

**Cathy Smith, Delaware Transit Corporation** **Milton Melendez, DE Dept. of Agriculture**

**Lindsay Donnellon, Federal Highway Administration**

**Members not attending:**

**Tim Riley, Kent Conservation District Rob Pierce, City of Milford**

**Joe Zilcosky, DE Div. Small Bs, Dev & Tourism Sharon Duca, City of Dover, Public Works**

### Ryan Long, Federal Transit Administration Lee Derickson, DE Motor Transport Assoc.

### Rick Crawford, Norfolk Southern

**Non-members attending:**

**S. Stevens, Acting Division Administrator, FHWA James Galvin, MPO Staff**

**Charlanne Thornton, Dir., DelDOT Finance Candie Quick, public**

**Kate Layton, MPO Staff Catherine Samardza, MPO Staff**

Consensus was to begin the meeting without a quorum.

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

The attending members approved the agenda informally.

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

The attending members approved the minutes informally.

1. ***ACTION ITEM:* FY 2018 - 2021 AMENDED TIP - Jim Galvin and DelDOT Finance**

Mr. Galvin reported that the TIP was originally adopted by Council in May 2017. Changes occurred after the General Assembly session concluded on June 30th which led to some small changes in DelDOT’s CTP and the MPO TIP.

He noted that all bridge projects are now listed together. There is a one-page description including the total cost of the projects. Ms. Thornton noted that all HSIP projects are now rolled into one project as well, although the cost of each project is listed separately. There are two HSIP projects listed for Kent County. There was some discussion concerning the Kenton Road project increase and the addition of two 45-foot buses.

There was now a quorum.

MOTION By Ms. Smith to recommend that Council adopt the TIP as amended to include the

 combined bridge and HSIP projects, the increased funding for Kenton Road and two 45-

 foot buses. Seconded by Mr. Chaffinch. Motion carried.

The TAC Chair now addressed Action Items #3 and #4.

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

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

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

MOTION By Mr. Chaffinch to approve the minutes of December 2016. Seconded by Mr. Melendez.

 Motion carried.

1. ***ACTION ITEM:* Regional Bike Plan - Final Draft – Jim Galvin**

Mr. Galvin reviewed the update process of the 2011 Regional Bicycle Plan. He reported that the working group developed a priority process using DecisionLens to determine the priority order of the identified projects. The working group identified four (4) areas: Dover, Milford, Smyrna and Camden-Wyoming. Towards the end of the process, Andrea Kreiner, the consultant/facilitator, learned that smaller municipalities had not participated due to lack of staff, and despite MPO outreach. For future updates, she recommended that the MPO go out to the municipalities individually to discuss bicycle and pedestrian needs.

Mr. Galvin then gave an overview of various projects included in the Plan, and reviewed public comments that had been submitted to the MPO and/or Ms. Kreiner. Some comments were about clarification in language or regarding the maps. While some of those comments were incorporated into the draft Plan, increasing the map size was not practical for publication. Some issues, such as comments about outreach and education, had been discussed by the working group, but the MPO does not have authority to require other agencies adopt or include the Plan recommendations.

The original Plan included the recommendation to update the Plan every five (5) years. The working group discussed this, although they did not reach a consensus. Given how long it may take to complete the projects in the Plan, some members felt the Plan should only be updated when a significant portion of the listed projects were completed. Other working group members felt that significant changes in the region might trigger an update. Mr. Edgell thought that a good time to review the Plan for amendments would be when municipalities update their comprehensive plans. TAC consensus was that a five-year review, although not necessarily a full update, would be a good idea.

MOTION By Mr. Melendez to recommend Council adopt the Regional Bicycle Plan as updated

pending staff review of comments and recommendations for updating the Plan. Seconded by Ms. DeVore. Motion carried.

1. ***ACTION ITEM:* CMAQ Letter for concurrence – DelDOT Finance**

Staff reminded TAC members that, although this correspondence mentions funds from more than one federal program, the D/KC MPO only has authority for the Congestion Mitigation Air Quality projects. Ms. Thornton, Director of DelDOT Finance, gave a brief overview of the Intelligent Transportation Management projects that DelDOT would use the CMAQ funds for.

MOTION By Ms. Smith to recommend Council concur with DelDOT’s use of CMAQ funds.

 Seconded by Mr. Chaffinch. Motion carried.

1. **DISCUSSION ITEM:Freight Plan Amendments**

Mr. Galvin reviewed the history of the Freight Plan, noting that in 2015 the Plan was developed through a multi-state, multi-MPO working group representing the entire Delmarva Peninsula in response to MAP-21. He reviewed some of the material from the Plan, which is available on the websites of both WILMAPCO and DelDOT.

Mr. Galvin reported that new federal regulations, the FAST Act, requires changes to the Plan. Notably, a state-wide freight planning review process is required, a fiscally-constrained freight investment plan, a state freight advisory committee, and consideration of any congestion caused by freight traffic. This means that Delaware must develop a state plan based on the Delmarva Freight Plan.

Mr. Galvin reviewed other elements of the plan, including freight policies, strategies and performance measures to guide decisions geared to demonstrating how the Plan will improve the State’s ability to move freight. The new plan will include innovative technologies, and an inventory of facilities. Freight corridors are broken out into urban and rural categories, which coincide with the urbanized areas identified by the most recent census.

There was some discussion concerning the freight corridor mileage allotted to Delaware (decided federally) and in particular Kent County. It was also noted that federal funding will be available for states that have an approved Freight Plan.

1. **DISCUSSION ITEM: Downtown Dover Parking Study – Jim Galvin**

Mr. Galvin reviewed Langan Engineering’s draft report for the Downtown Dover Parking Study. It was noted that the study did not include State or County parking facilities in or near the study area. One of the findings was that better signage and information regarding parking facilities was needed. Many parking lots are empty after 5 PM, but no one knows whether or not they can be used by the public after hours.

The study also reviewed parking costs in other Delaware locations compared to Dover, and had recommendations as to possible future parking fees. The study to date indicates that available on-street and meter parking is sufficient to demand, and there is no recommendation for a parking garage. One suggestions may be to “loosen” the permit parking regulations after business hours. A public workshop will be held on August 24, 4-6 PM at the Dover Library, and a draft report is expected in December.

1. **Member Agency Reports:**

**Kent County Planning –** Mr. Connelly reported that the County is working on the Comprehensive Plan update. There will be story maps, population/demographics information on the website, and an economic development element in the updated Plan.

**Camden –** Mr. Chaffinch noted the construction adjacent to the Town Hall, and reported that Grotto’s Pizza and a grocery store were being built, and that there would also be a WaWa across from Redner’s.

**Dover Air Force Base –** It was noted that MPO staff had distributed informational material from the Base via e-mail prior to the TAC meeting.

**State of Delaware:**

**DelDOT Planning –** Ms. Coakley reported that DelDOT is updating the Long Range Transportation Plan and has received over 1,000 survey responses. There will be more in-depth outreach in August and September. The Plan will have more pictures and informational graphics and fewer words.

**DTC –** Ms. Smith reported that there will be State-wide service changes implemented on December 17th. Public hearings are scheduled in Kent County on September 12 or 13 at the Dover Police Department from 4-6 PM. She noted that there are not a long of changes in Kent County, and no dramatic changes. New Castle County is a different story, DTC has been working with the City of Wilmington, local businesses and the Governor’s Office to change the downtown Wilmington operations. The concentration of bus routes at Rodney Square is being dispersed, some routes will be combined and some will become connector routes.

**DNREC –** Ms. DeVore reported that EPA revised the December 2015 Ozone requirements, although in effect nothing has changed, just delayed until October 1, 2017. The Statewide Idling Working Group met June 29 to find alternative ways to reduce unnecessary idling. There will be a public meeting on September 13 at 2 PM at State Street Commons. She also reported that the Division of Air Quality has re-established the Smart Way Program. This is a voluntary program for sustainable measures for freight.

There was some discussion concerning the new standards for the counties; Ms. DeVore said that Sussex is measuring as in attainment, and the State must submit a maintenance plan. She also said that Kent County is in attainment and New Castle County is not in attainment.

Mr. Edgell noted that a Smart Way presentation would be a good topic for the next freight summit.

Ms. Smith thanked DNREC for its support of the six electric buses planned for downtown Dover. Charging stations at the Transit Hub are expected within the next year and that DTC is working out the logistics.

**State Planning –** Mr. Edgell reported that the Annual Report will go to the Governor in October. He noted that the data analysis in the report is a “good read.”

1. **Staff Reports:**

**11.1 Outreach Activities – Kate Layton**

Ms. Layton reported that the MPO participated in the Wyoming Peach Festival and a back-to-school event with Restoring Central Dover, where she shared a booth with DelDOT, which was promoting Safe Routes to School. She also noted that she is working on the next MPO newsletter.

**11.2 UPWP Progress & Financial Reports – Jim Galvin**

Staff reminded the TAC members that the October 11 meeting will include the annual elections on the agenda.

1. **Next Meeting: October 11, 2017**

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