

**SALISBURY/WICOMICO  
METROPOLITAN PLANNING  
ORGANIZATION**

**Unified Planning Work Program**

**Fiscal Year 2009**

**July 1, 2008 – June 30, 2009**

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**SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION  
UNIFIED PLANNING WORK PROGRAM FY 2009**

**I. INTRODUCTION**

As a result of the 2000 U.S. Census, the Salisbury area has been classified as an Urbanized area and in accordance with the U.S. Department of Transportation requirements, a Metropolitan Planning Organization was designated by Maryland Governor Robert L. Ehrlich on February 19, 2004. The Salisbury/Wicomico Metropolitan Planning Organization (S/W MPO) includes the City of Salisbury, the City of Fruitland, the Town of Delmar (Md. & De.), and the adjacent unincorporated areas of Wicomico County, Md., and Sussex County, De. The planning area boundary is a larger area that includes the anticipated growth area for the next 20 years for the member jurisdictions.

The population of the new urbanized area as defined by the U.S. Census Bureau was 59,426 with 57,986 persons residing in Maryland (97.6%) and 1,440 persons residing in Delaware (2.4%), as of the 2000 Census. A population of 50,000 or greater is required for designation of an urbanized area.

Since the 1960's the federal government has established urban transportation planning requirements in all metropolitan areas, as a prerequisite to the approval of federal funding (23 CFR Part 450 and 49 CFR Part 613). The regulations require a continuing, comprehensive and cooperative (3-C) planning process in all urbanized areas. The S/W MPO is the planning agency responsible for transportation planning within the identified planning area in accordance with federal regulations.

In 1991 the Intermodal Surface Transportation Efficiency Act (ISTEA) was passed. This act revised some of the established regulations and procedures and placed a new emphasis on Metropolitan Planning Organizations. As part of this Act the MPO planning process has been more specifically defined and new planning requirements have been prescribed.

In 1998 the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) was passed continuing the initiatives of the 1991 Act and adding several new provisions and programs.

In 2005 the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was passed, building on the foundation established by ISTEA and TEA-21 and representing the largest surface transportation investment in the Nation's history. Whereas previous legislation identified seven distinct areas which MPOs and the states should consider when developing plans, SAFETEA-LU added emphasis in two areas: security and the environment. Transportation security is now a separate planning factor, indicating its importance in comparison to previous legislation, and the factor relating to the environment has been expanded, in order to promote

consistency of the long-range transportation plan with planned growth and development. The SAFETEA-LU Mandated Planning Factors are as follows:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and nonmotorized users;
- (3) Increase the security of the transportation system for motorized and nonmotorized users;
- (4) Increase the accessibility and mobility of people and for freight;
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient system management and operation; and
- (8) Emphasize the preservation of the existing transportation system.

This Unified Planning Work Program (UPWP) is a cooperative planning effort by Federal, State and Local transportation agencies serving the Salisbury/Wicomico MPO Area, and serves as the annual work program for the MPO. The purpose of the UPWP is to describe and coordinate all transportation planning activities to be completed with federal, state and local resources during the next fiscal year, and is designed to make the transportation planning process consistent with the appropriate federal regulations, as listed above. Included in the UPWP is a budget detailing how each fund source will be utilized. The UPWP is reviewed, revised and adopted annually.

## **II. Organization and Management**

### **A. Metropolitan Planning Organization**

The S/W MPO was designated by Maryland Governor Robert L. Ehrlich on February 19, 2004, and is the primary agency responsible for transportation planning within the MPO's Planning Area.

The primary governing body of the S/W MPO is the Council, which consists of eleven (11) members, nine (9) of which are voting members and two are non-voting members. The voting members consist of representatives from the following governments and agencies:

Maryland Department of Transportation  
Wicomico County (3 positions)  
City of Salisbury (2 positions)  
City of Fruitland

Town of Delmar, MD  
Tri-County Council for the Lower Eastern Shore of MD

The non-voting membership of the S/W MPO consists of 2 members representing the Delaware Department of Transportation and the Town of Delmar, DE.

**B. Technical Advisory Committee (TAC)**

The S/W MPO Council has established a Technical Advisory Committee (TAC) comprised of technical representatives such as planners and engineers to provide technical expertise and develop recommendations to assist the Council by reviewing and recommending revisions to the planning process, data collection, forecasts, the Long-Range Transportation Plan, the Transportation Improvement Program and the UPWP. The current TAC voting membership includes representation from the various member jurisdictions, as well as from transportation organizations and relevant state agencies. The TAC includes representation from all modes of transportation in addition to various levels of government, and this provides the opportunity to achieve a unified transportation planning effort.

**C. MPO Staff**

The S/W MPO Staff consists of personnel from the Salisbury-Wicomico Department of Planning, Zoning and Community Development. At this time, Staff devotes a portion of its time to MPO activities and is not full-time. The Staff manages the operations of the MPO as directed by the Council and recommendations of the TAC, and coordinates all planning projects and activities identified by the Council. The Staff also acts as a local liaison to the State and Federal agencies involved in transportation planning within the MPO.

**D. Organizational Procedures and Bylaws**

The MPO operates under an adopted set of bylaws. Wicomico County provides support services to the MPO, including legal, financial and purchasing services, and staff performing these services operate under the rules and procedures of the County and the State of Maryland. The MPO's official records are maintained in the Salisbury-Wicomico Department of Planning, Zoning and Community Development's offices in Room 203 of the Government Office Building, North Division Street and U.S. Route 50, Salisbury, MD, 21803. The MPO records are available for public inspection during normal business hours, Monday through Friday, 8 a.m. to 5 p.m.

**SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION  
UNIFIED PLANNING WORK PROGRAM FY 2009**

A. Core Planning

1. Transportation Improvement Program

Objectives: To develop the Salisbury/Wicomico Metropolitan Planning Organization Transportation Improvement Program (TIP) for FY 2009 – FY 2012 as specified by the Federal urban transportation planning requirements.

Previous Work: FY 2008 – FY 2011; FY 2007 - FY 2009 TIP; FY 2006 - FY 2008 TIP.

Methodology: Compile a comprehensive list of federally funded and regionally significant transportation improvements recommended for implementation during the 4-year program period. The document will represent the region's transportation priorities and include realistic financially constrained cost estimates.

End Product: FY 2009 – FY 2012 Salisbury/Wicomico Metropolitan Planning Organization Transportation Improvement Program.

Staffing: Jointly by MDOT & MPO.

Funding: Funding for this task totals \$1,500, as listed below by source:

FHWA -	\$600
FTA -	600
MDOT -	150
<u>Local -</u>	<u>150</u>
TOTAL -	\$1,500

2. Unified Planning Work Program

Objectives: To develop the Salisbury/Wicomico Metropolitan Planning Organization Unified Planning Work Program (UPWP) for FY 2010 as specified by the Federal urban transportation planning requirements.

Previous Work: FY 2006, 2007, 2008 and 2009 UPWP.

Methodology: This sub-task will be performed by the MPO with assistance from MDOT. Specific tasks to be included in the FY 2010 UPWP will be based in part on organizational activities undertaken during previous years and also on recommendations contained in the Long-Range Transportation Plan that was adopted during FY 2007.

End Products: Approved FY 2010 UPWP.

Staffing: Jointly by MPO and MDOT.

Funding: Funding for this task totals \$2,000, as listed below by source:

FHWA -	\$800
FTA -	800
MDOT -	200
<u>Local -</u>	<u>200</u>
TOTAL -	\$2,000

3. Long Range Transportation Plan

Objective: The MPO will continue to monitor and update the adopted Long Range Transportation Plan (LRTP), as necessary, to ensure compliance with federal regulations.

Previous Work: Adopted LRTP in FY 2007.

Methodology: The MPO's LRTP was adopted in FY 2007. Review of the Plan is ongoing to ensure compliance with federal regulations, and will consist of monitoring the Plan's recommendations and making revisions, when necessary, to ensure that compliance continues. An anticipated revision to the Plan is the inclusion of an additional transportation corridor that was identified for study during FY 2008.

End Product: A federally-compliant Long Range Transportation Plan for the MPO.

Staffing: MPO Staff.

Funding: Funding for this task totals \$1,000 and represents the MPO Staff time spent reviewing federal regulations and ensuring compliance by the Plan. A summary of funding is listed below by source:

FHWA -	\$600
FTA -	200
MDOT -	100
<u>Local -</u>	<u>100</u>
TOTAL -	\$1,000

4. Freight Plan

Objectives: To ensure that the Freight Plan for the MPO Area is in accordance with Federal requirements.

Previous Work: An element pertaining to goods movement in the adopted LRTP.

Methodology: MDOT is in the process of developing a state-wide freight plan, and the goal of the MPO is to extract sections of the state-wide plan and apply those to the development of a local freight plan. This is scheduled to occur during FY 2009. During FY 2009, the MPO will continue to monitor and update the local Freight Plan, as necessary, to ensure compliance with federal regulations

End Products: A federally-compliant Freight Plan for the MPO.

Staffing: Jointly by MPO and MDOT.

Funding: Funding for this task totals \$500, as listed below by source:

FHWA -	\$300
FTA -	100
MDOT -	50
<u>Local -</u>	<u>50</u>
TOTAL -	\$500

5. Transportation Development Plan

Objectives: To ensure that the Transportation Development Plan (TDP) prepared by the Tri-County Council (TCC) is in accordance with the MPO's Long-Range Transportation Plan (LRTP).

Previous Work: The TCC has prepared and adopted a TDP. The MPO has an adopted LRTP that contains a Multimodal Transportation element that includes a discussion of transportation services provided by the TCC and included in its TDP.

Methodology: The MPO will periodically review the TDP as it relates to the MPO Area to ensure consistency with the MPO's LRTP. This will include, where necessary, discussions by MPO staff with those from MTA and the TCC.

End Products: A Long-Range Transportation Plan for the MPO and a Transportation Development Plan that are consistent with each other.

Staffing: Jointly by MPO, MTA and TCC.

Funding: Funding for this task totals \$500, as listed below by source:

FHWA -	\$300
FTA -	100
MDOT -	50
<u>Local -</u>	<u>50</u>
TOTAL -	\$500

B. MPO Administration

Objectives: Significant organizational and MPO development activities have been completed over the last several years, since the establishment of the MPO in 2004. These activities include the establishment of a Council and Technical Committee, and the development and adoption of governing documents, including a Memorandum of Understanding and Master Agreement and the Prospectus and Bylaws, and the adoption of the MPO boundary. This task also includes typical administrative duties associated with daily operations of staffing the MPO and its activities. In addition to these daily operations, during FY 2009 completion of the following activities is anticipated:

- Staff training – Wicomico County Department of Planning, Zoning and Community Development staff will continue to receive training on the federally prescribed Metropolitan Transportation Planning Process. This item is timely given the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005. This training will include opportunities offered through membership and participation in activities of the Association of Metropolitan Planning Organizations.
- Air Quality Conformity Coordination – MPO Staff will coordinate air quality conformity activities with the Delaware Department of Transportation to monitor the conformity status of Sussex County, Delaware.
- Review and Revision of Governing and Planning Documents – MPO Staff will conduct an ongoing review with recommended revisions, when necessary, to documents previously adopted by the MPO Council, with an emphasis on the Bylaws and Prospectus.
- Data Collection – MPO Staff will coordinate the collection and storage of traffic studies prepared by developers during the submission and review of various development projects proposed within the MPO Planning Area. Also, where applicable, the MPO will maintain data pertaining to traffic counts on roadways within the MPO Planning Area that are compiled by the various member jurisdictions.

Methodology:

These sub-tasks will be performed by the MPO and MDOT. The developmental work will be based in some degree on Maryland’s other small MPO’s and will be consistent with Federal Metropolitan Planning Guidelines.

End Products:

- Training of MPO Staff.
- Input of MPO Staff and coordination with DelDOT as to the MPO’s air quality conformity status.
- A current adopted Bylaws and Prospectus.
- A tabulation of relevant traffic studies within the MPO and traffic count data.

Staffing:

Jointly by MPO and MDOT.

Funding: Funding for this task totals \$26,000, as listed below by source:

FHWA -	\$11,200
FTA -	11,200
MDOT -	2,800
<u>Local -</u>	<u>2,800</u>
TOTAL -	\$28,000

C. Public Participation Process

Objective: Activities will be undertaken to increase public participation in the MPO's transportation planning process.

Previous Work: Council meetings have been advertised in the local newspaper and the adopted LRTP was advertised and posted on the County's Website. A dedicated Website for the MPO is scheduled to be completed in FY 2008. An adopted Public Participation Plan is also scheduled to be completed in FY 2008.

Methodology: Efforts will continue to maintain and update both the Public Participation Plan, where necessary, and the dedicated MPO Website through regular review and comparison with those developed for other MPOs.

End Product: A current and updated Public Participation Plan; a continuously-updated MPO Website with links to and from all MPO member jurisdictions with all meetings advertised and MPO-generated documents available.

Staffing: MPO Staff.

Funding: Funding for this task totals \$1,000, as listed below by source:

FHWA -	\$600
FTA -	200
MDOT -	100
<u>Local -</u>	<u>100</u>
TOTAL -	\$1,000

D. Special Studies

1. Development Capacity Study

Objective: A study will be undertaken to analyze potential development that can occur in the S/W MPO Area in order to determine future traffic impacts.

Previous Work: Development Capacity Studies have been undertaken on a limited basis to address potential traffic impacts within a particular study area. This is the process that is being followed for the Corridor Studies that the MPO has analyzed.

Methodology: The entire Metro Core Area will be analyzed on a parcel-by-parcel basis to determine the potential residential, commercial and industrial development that can occur, based on zoning and other factors. In addition to an analysis of the zoning of each parcel, development plans that have already been submitted to or approved by each of the member jurisdictions will be studied to determine the amount of future development that can occur, within a given time frame. Using GIS, a database can be developed that can project current and future trends and can be modified as conditions change.

End Product: The database developed from this task will be used for individual, small-scale traffic studies as well as providing the basis for the potential development of a traffic model for the entire Metro Core Area.

Staffing: MPO Staff and Consultants.

Funding: Funding for this task totals \$18,000, as listed below by source:

FHWA -	\$14,400
FTA -	0
MDOT -	1,800
<u>Local -</u>	<u>1,800</u>
TOTAL -	\$18,000

2. Geographic Information Systems (GIS)

Objective: The County Planning Department has previously initiated work on the development of a Geographic Information

System, which is an ongoing effort. This task will support this effort and develop and utilize data for transportation and land use planning.

Previous Work: Work on a countywide GIS has been initiated and was utilized extensively during the preparation and adoption of the Long Range Transportation Plan and the various Corridor Studies. Computer hardware and software has been obtained and data collection and network coding has been accomplished, with data updates ongoing. The City of Salisbury and the MPO have jointly funded the acquisition of color digital orthophotography (Aerial Photographs) for Wicomico County. The photography is currently being utilized in the development of street centerline data. Also, previously funds have been used to partially cover the cost of parcel development within the MPO Planning Area boundary. The final delivery of this “foundation data” is about to be received.

Methodology: Work is continuing on the development and enhancement of a GIS. The “foundation data” referenced above needs to be integrated into the Enterprise geographic information system. Funding for FY 2009 is proposed to transition existing data to match the new data being received. Once completed, the GIS will be used to produce mapping and data that can be used for many purposes including: transportation/transit planning; macro-level demand and growth forecasting/modeling, Emergency 911 planning; project impact analysis comprehensive road inventory and mapping; and ongoing update of land use files.

End Product: The database developed from this task has been used to support many ongoing transportation planning functions, including the development and completion of the Long Range Transportation Plan and the Corridor Studies. The LRTP is scheduled for review and adoption prior to October 1, 2010, and the Corridor Studies have been ongoing. A current GIS is necessary to ensure these, and other planning documents, can be prepared by the MPO.

Staffing: MPO Staff and Consultants.

Funding: Funding for this task totals \$15,000, as listed below by source:

FHWA -	\$12,000
FTA -	0
MDOT -	1,500
<u>Local -</u>	<u>1,500</u>
TOTAL -	\$15,000

3. Corridor and Traffic Management Studies

Objective: The Long Range Transportation Plan has identified roadways that are beginning to experience capacity issues, and the Plan has also identified various roadways or areas for more detailed study. The purpose of this objective is to identify those roadways for more detailed study and to prepare recommendations that will address capacity issues. Development pressures in the MPO Area have also resulted in the governing bodies of local jurisdictions requesting that the MPO pursue these studies.

Previous Work: The MPO Council, upon a recommendation from the Technical Committee, identified four corridors for further study in FY 2006, and steps are being taken to complete the studies. Sufficient funding through FY 2008 has been provided to prepare these studies, and funding for FY 2009 is proposed to complete an additional corridor identified by the Technical Committee and Council for further study. The four corridors funded through FY 2008 are as follows:

- a.) Pemberton Drive
- b.) South Division Street/Beaglin Park Drive
- c.) Foskey Lane/Bi-State Boulevard
- d.) Riverside Drive

Funding for FY 2009 is included to complete the additional study identified by the Technical Committee as an area requiring detailed analysis. This additional study is the U.S. Route 13 North study, which adjoins the Foskey Lane/Bi-State Boulevard study.

Methodology: Input will be provided by the MPO Staff, but consultants with experience in preparing detailed transportation plans will be used to complete the studies. The MPO will also identify other corridors, based on the LRTP, that warrant further study.

End Product: A report(s) identifying local and regional transportation problems and constraints and proposing alternative opportunities and solutions for specific roadways or area(s).

Staffing: Jointly by MPO and MDOT, and consultants.

Funding: Funding for this task totals \$38,619, as listed below by source:

FHWA -	\$17,246
FTA -	13,469
MDOT -	3,862
<u>Local -</u>	<u>3,862</u>
TOTAL -	\$38,619

**SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION  
FY 2009  
UNIFIED PLANNING WORK PROGRAM**

Source of Funding by Task

	<b>FHWA</b>	<b>FTA**</b>	<b>MDOT</b>	<b>LOCAL*</b>	<b>TOTAL</b>
<b>A. CORE PLANNING</b>					
1. TIP	\$ 600	\$ 600	\$ 150	\$ 150	\$1,500
2. UPWP	800	800	200	200	2,000
3. Long Range Plan	600	200	100	100	1,000
4. Freight Plan	300	100	50	50	500
5. Transportation Devel. Prog.	300	100	50	50	500
<b>Subtotal</b>	<b>\$2,600</b>	<b>\$1,800</b>	<b>\$550</b>	<b>\$550</b>	<b>\$5,500</b>
<b>B. MPO ADMINISTRATION</b>	<b>\$11,200</b>	<b>\$11,200</b>	<b>\$2,800</b>	<b>\$2,800</b>	<b>\$28,000</b>
<b>C. PUBLIC PARTICIPATION PROCESS</b>	<b>\$600</b>	<b>\$200</b>	<b>\$100</b>	<b>\$100</b>	<b>\$1,000</b>
<b>D. SPECIAL STUDIES</b>					
1. Development Capacity Study	\$14,400	0	\$1,800	\$1,800	\$18,000
2. Geographic Info. Systems	12,000	0	1,500	1,500	15,000
3. Corridor and Traffic Management Studies					
a.) U.S. Route 13 North	17,426	13,469	3,862	3,862	38,619
<b>Subtotal</b>	<b>\$43,826</b>	<b>\$13,469</b>	<b>\$7,162</b>	<b>\$7,162</b>	<b>\$71,619</b>
<b>TOTAL</b>	<b>\$58,226</b>	<b>\$26,669</b>	<b>\$10,612</b>	<b>\$10,612</b>	<b>\$106,119</b>

**\*In Kind Services for Salisbury/Wicomico MPO.**

**\*\*All FTA funds are Section 5303.**