

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization
June 18, 2008**

**City of Salisbury/Wicomico County Government Building
125 North Division Street, Salisbury, MD
Room 301**

Attendees:

S/W MPO officials:

Matt Creamer, Chair, Wicomico County Council Administrator
Luther Hitchens, Vice Chair, Deputy Mayor, Delmar, MD
Louise Smith, City Council President, City of Salisbury
Ian Beam, Maryland Department of Transportation
Ted Shea, Director of Administration, Wicomico County Executive's Office
Barrie P. Tilghman, Mayor, City of Salisbury
Ralph Reeb, Delaware Department of Transportation

Others:

Gary Pusey, S/W MPO staff, City of Salisbury/Wicomico County Planning
Betty Tustin, The Traffic Group, Inc.
Derek Joost, The Traffic Group, Inc.
John Redden, Chair, S/W MPO Technical Committee
Ray Birch, Vice Chair, S/W MPO Technical Committee
Chip Messick, Deputy Director, City of Salisbury Public Works
Lee Beauchamp, City of Salisbury Public Works

Introduction

Chairman Creamer opened the meeting at 1:05 p.m. and welcomed everyone.

Minutes

The first item of business was the minutes from the Council's December 19, 2007 meeting. Chairman Creamer asked if anyone had any additions or corrections, and there were none. Vice Chairman Hitchens made a motion to approve the minutes, with the motion seconded by Ms. Smith. All Board members voted aye, with none opposed, and the motion to approve the minutes was passed.

Presentation – The Traffic Group, Inc. – East Side Corridor Study

Chairman Creamer asked representatives from The Traffic Group to report on this item.

Betty Tustin and Derek Joost from The Traffic Group introduced themselves. Ms. Tustin stated that copies of the Executive Summary for the East Side Corridor Study were available for everyone in attendance.

Ms. Tustin began by indicating on the Powerpoint presentation the boundaries of this study. She referred those in attendance to Exhibit 1 of the Executive Summary which showed the intersections within the Study Area that were analyzed in detail. Traffic counts were taken for each of these intersections, and given data provided by the Planning Staff for parcels of land that were either vacant or under-developed, future traffic impacts could be estimated. Also included were various roadway improvements anticipated by either the County, the City of Salisbury or the State of Maryland.

The study analyzed current traffic at each of these intersections, and estimated future traffic for the years 2010, 2020 and 2030. Ms. Tustin summarized the findings based on the year 2030, and with the assistance of the traffic modeling software, was able to show future traffic flows at each of the study's intersections. She explained that a Level of Service (LOS) of "D" or better was considered acceptable, especially since the LOS levels were for morning and evening peak hour conditions, with the expectation that the other 22 hours of the day these intersections would experience better conditions.

For the year 2030, intersections with potential problems included Kelly Road/Outten Road and Snow Hill Road at the Bypass. Other intersections would also have problems without the recommended improvements included in the Plan. Ms. Tustin explained that this information is contained in Exhibit 12 of the report, with the recommended improvements included as Exhibit 14.

Mr. Magill questioned if a double left turn on westbound College Avenue to Eastern Shore Drive was considered for that intersection. Ms. Tustin stated it had not been considered, but that they would include that in the final report.

Special note was made of the eastbound College Avenue/southbound Snow Hill Road intersection. Ms. Tustin noted that the right turn lane needed lengthening here, but space was not available due to the existing convenience store at the corner. She stated a decision would need to be made locally about this intersection at some point.

Mr. Magill questioned if roundabouts were considered for the Aydellotte Farm development. Ms. Tustin stated she was in favor of roundabouts and this development would lend itself to installing them, but they weren't considered in their analysis. Mr. Messick stated the engineering had already been completed for signalized intersections and that's why roundabouts were not considered here.

Ms. Tustin stated one other thing that should be considered is the extension of Onley Road eastward to intersect with Robins Avenue. Her instructions were not to consider this in their analysis. Mayor Tilghman questioned why this decision was made. Ms. Tustin stated there were e-mails circulated from Staff that Onley Road was not to intersect with Robins Avenue. Mayor Tilghman asked Mr. Pusey about this, and he

stated that was correct, that a decision had been made that this extension would not be occurring. Mayor Tilghman stated she was in favor of this connection, and Mr. Messick agreed that it made sense. After further discussion, it was decided that The Traffic Group would include this extension and intersection in its final report.

No action was necessary by the Council on this study.

FY 2008 Unified Planning Work Program – Revision and Adoption

Chairman Creamer asked Mr. Pusey to report on this item.

Mr. Pusey stated that as the current fiscal year is ending, there are several instances in the budget where funds need to be shifted around to reflect actual costs. The budget was initially approved a year ago, and during that time actual costs have changed slightly from what was initially estimated.

He summarized the proposed changes, which were all included under the “Special Studies” category. The Development Capacity Study was removed entirely and will instead be included in the FY 2009 UPWP. The \$10,000 allocated to that was instead distributed to the South Division Street (East Side) Corridor Study, along with extra funding from the Riverside Drive Study.

Upon a motion by Mayor Tilghman, seconded by Ms. Smith, the Council unanimously approved the revised FY 2008 UPWP.

FY 2009 Unified Planning Work Program - Adoption

Chairman Creamer asked Mr. Pusey to report on this item.

Mr. Pusey stated that the FY 2009 budget is slightly less, by about \$7,000, than what was provided for FY 2008. He referred the Council to the last page of the document, which was the budget table. With the exception of the projects listed under the “Special Studies,” all the other projects remained the same as in FY 2008.

For FY 2009, the three “Special Studies” proposed are the Development Capacity Study, Geographic Information Systems and one additional corridor study – the U.S. Route 13 North Corridor. Mr. Pusey stated that the Development Capacity Study was initially proposed for FY 2008, but the timing of this project fits better in FY 2009. The Development Capacity Study is better known as a “build-out analysis” where each undeveloped parcel and underdeveloped parcel is analyzed based on zoning and other constraints to determine how much development can occur on a given parcel. The traffic generated by this development can be used to assist the MPO with corridor studies and eventually, with the development of a traffic model for the region. This study is being conducted in conjunction with the County’s Comprehensive Plan update, and as a result, the estimated cost is less than what would be expected if it were conducted as a “stand alone” project.

The Geographic Information Systems (GIS) project is an ongoing project that has been conducted within the Planning Department. It was not included in last year's UPWP for budgetary reasons. The data generated by this has been used extensively with the corridor studies and the Long-Range Transportation Plan, and maintenance and updating of the data is constantly occurring. The amount budgeted for FY 2009 would be applied to the ongoing refinement and updating of the data.

The last Special Study is the U.S. Route 13 North Corridor Study. This would be the fifth corridor study to be conducted by the MPO. The boundaries of this study have not yet been specifically defined, but it will connect the Delmar Corridor Study with the East Side Corridor Study on the north and south, respectively, and in the vicinity of Jersey Road to the west and Brown Road to the east. This area was requested for study by the City of Salisbury due to the amount of development that has occurred there, and in addition, the amount of new development that is being proposed.

Mr. Pusey briefly summarized the remainder of the proposed UPWP.

Upon a motion by Mayor Tilghman, seconded by Ms. Smith, the Council unanimously approved the FY 2009 UPWP.

Public Participation Plan - Adoption

Chairman Creamer asked Mr. Pusey to report on this item.

Mr. Pusey stated that federal regulations require that MPOs prepare and adopt a Public Participation Plan. The purpose of these plans is to inform the public about transportation issues within the MPO Area and to develop methods to increase public participation in the transportation planning process. Mr. Pusey provided the Council members with the draft Plan that has been prepared, and stated that the Technical Committee has reviewed the draft twice and had a number of comments that have now been addressed.

Mr. Pusey summarized some of the activities that the Plan recommends, and stated that the Website will be utilized heavily to advertise meetings. Documents approved by the Council will also be available on the Website. Other parts of the Plan summarize the processes to be followed to inform the public about proposed documents and to encourage public participation.

Upon a motion by Ms. Smith, seconded by Vice Chairman Hitchens, the Council unanimously approved the Public Participation Plan.

FY 2008-2011 Transportation Improvement Program – Revision and Adoption

Chairman Creamer asked Mr. Pusey to report on this item.

Mr. Pusey stated that the Council approved the FY 2008-2011 TIP in December 2007, and an amendment to this document is now proposed. The TIP contains a listing of state projects proposed to be undertaken within the MPO area. They include both highway and transit projects. The highway projects are included in one of seven categories, and the category that is planned to be revised is the "Resurface and Rehabilitate," which refers to resurfacing and upgrading of roadways.

Mr. Pusey handed out tables that showed the approved program and what is now being proposed. The only change is that more funding is being provided for FY 2008. The approved plan allocated \$2,250,000 for FY 2008, and the proposed plan allocates \$4,000,000, an increase of \$1,750,000. Mr. Pusey stated that the Council needs to approve of this change since the funding amount has changed.

Upon a motion by Mr. Shea, seconded by Ms. Smith, the Council unanimously approved the revision to the FY 2008-2011 Transportation Improvement Program.

Other Business

Chairman Creamer asked Mr. Pusey if there was any further business to be discussed. Mr. Pusey had none.

At this point, Mr. Reeb came forward and introduced himself to the Council. He stated that his schedule has not allowed him to attend many meetings of the Council, but he was glad to be able to attend today and would offer any assistance in the future that he can. The Council welcomed him to the meeting.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

Mr. Pusey will contact members when a meeting needs to be scheduled and an appropriate date and time will then be determined.

A motion was made by Mayor Tilghman, seconded by Mr. Hitchens, and unanimously approved to adjourn. The meeting adjourned at 2:20 p.m.