

Meeting Minutes

Salisbury Wicomico Metropolitan Planning Organization Technical Advisory Committee (TAC) July 11th, 2007

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

Attendees:

TAC Members:

John Redden, Wicomico County Public Works, Chair
Ray Birch, City of Salisbury Public Works, Vice Chair
Tracey Gordy, Maryland Department of Planning
Riggin Johnson, Tri-County Council
John F. McDonnell, City of Fruitland
Mike Nixon, Maryland Department of Transportation
Richard Kautz, Sussex Co. (Del.) Planning Dept.
Gary Pusey, S/W MPO staff, City of Salisbury/Wicomico County Planning

Others:

Gregory Oliver, Delaware Department of Transportation
Keith Hall, City of Salisbury/Wicomico County Planning
Jack Lenox, City of Salisbury/Wicomico County Planning
Jim Dooley, Maryland State Highway Administration
Jim Thompson, Maryland State Highway Administration
Kevin Quinn, Maryland Transit Administration

Introduction

Mr. Redden opened the meeting at 1:05 p.m. and welcomed everyone. The agenda was rearranged to discuss those items that were informational in nature first.

Update on Corridor Studies

Mr. Pusey provided an update on the Corridor Studies. He stated that on Monday, July 16 The Traffic Group, Inc., will be presenting its final report on the Pemberton Drive Corridor to the MPO Council. The Technical Committee heard the initial presentation on this corridor at its May 9 meeting. Mr. Pusey invited the members of the Technical Committee to attend the Council meeting, as their expertise would be welcomed.

The Traffic Group is also approximately mid-way through the South Division Street Corridor study. When completed, the Technical Committee will hear a presentation from the consultants on this study as well, before it is presented to the Council.

The other two corridors that have been identified for study are the Delmar/Bi-State Boulevard Corridor and the Riverside Drive Corridor. These were recommended for study by the Technical Committee at its March 2007 meeting and were approved for funding by the Council at its April 2007 meeting. Requests for Proposals (RFPs) were sent to five qualified traffic consultants and responses were received from four of the consultants. An in-house review committee was established and the proposals were reviewed, and The Traffic Group, Inc. was selected as the consultant for both studies. They were the low bidder but the Committee also believed that The Traffic Group presented an excellent proposal and the Committee cited the work done on the Pemberton Drive Corridor as other reasons for the selection. Mr. Pusey summarized the proposals received by consultant name and price.

In response to a question from Mr. Kautz, Mr. Pusey stated that both the Delmar and Riverside Drive studies should start very soon. There will be a “kickoff” meeting with several members of the Technical Committee and the consultants to discuss a timeline.

No action was required for this item.

Other Business

Mr. Pusey stated that he hoped to have the Draft Citizen Participation Plan to the Committee for review and comments at the next meeting in September. In response to a question from Ms. Gordy, Mr. Pusey stated that the Plan would focus on ways to notify the public about the MPO’s activities and to encourage participation by the public. Part of this will hopefully be accomplished through the development of a Website devoted to the MPO and its activities. A consultant has been selected to develop a Website, and it is hoped that the site can be running within the next few months.

No action was required for these items.

Minutes

Mr. Redden introduced the next item, which were the minutes of the Committee’s May 9, 2007 meeting.

Ms. Gordy moved to approve the May 9, 2007 meeting minutes, and Mr. Nixon seconded the motion. All Committee members voted aye, with none opposed, and the motion to approve the minutes was passed.

Discussion – Use of Uncommitted Funds in FY 2008 Unified Planning Work Program (UPWP)

Mr. Redden asked Mr. Pusey to report on this item. Mr. Pusey introduced the item, stating that the Committee reviewed the FY 2008 UPWP in March 2007, and the MPO Council adopted the UPWP at its April 30, 2007 meeting. Since that time, more information has become available concerning the activities that are proposed to be

undertaken, especially as to the cost estimates. It was initially thought that there would be approximately \$30,000 that could be utilized toward unspecified traffic studies, with the studies to be identified during the fiscal year. However, the cost for the Riverside Drive Corridor Study was higher than expected, and as a result, the \$30,000 is no longer available. However, a "Development Capacity Study" for the Metro Core has now been identified as a needed project, and Staff is suggesting that the \$10,000 previously-approved for GIS Enhancement be applied to the Development Capacity Study (DCS) instead.

At this point, Mr. Lenox explained the DCS to the Committee. The DCS would be conducted within the entire MPO area and would benefit all the jurisdictions that comprise the MPO. Determining the amount of growth, to include residential, commercial and industrial, will provide the basis for planning for that development from a land use and traffic impact standpoint. The eventual goal would be to use this data for the establishment of a traffic model for the MPO area. In the meantime, the data developed would be useful for any future corridor studies that are undertaken, and other similar traffic studies.

Ms. Gordy noted that the Maryland Department of Planning (MDP) has a model available, although it only considers residential development, and not commercial and industrial development. She also noted that MDP has begun a DCS at the City of Fruitland's request, and any study done for the MPO should be consistent with that.

Mr. Oliver offered his department's assistance when the modeling component is considered. DelDOT has a working model and he suggested that the MPO model should take this into account for consistency.

Mr. Lenox stated that the requested \$10,000 for this year would analyze the development potential of land parcels; traffic modeling would not be pursued this year.

Mr. Nixon stated that any changes to the FY 2008 UPWP need to be sent to his office so that he can forward the revised UPWP to the federal partners.

After further discussion, on a motion by Mr. Nixon, seconded by Mr. Birch, the Committee unanimously approved the revision to the FY 2008 UPWP to reallocate the \$10,000 for GIS activities to the Development Capacity Study.

Next Meeting Date/Adjourn

The next meeting date is scheduled for September 12, 2007 at 1 p.m. Mr. Pusey stated he will send out reminders and all relevant meeting materials prior to the meeting.

There being no further business, upon a motion by Ms. Gordy, seconded by Mr. Birch, with all members voting in favor, the meeting adjourned at 1:35 p.m.