

## **Meeting Minutes**

**Salisbury Wicomico Metropolitan Planning Organization  
Technical Advisory Committee (TAC)  
March 12th, 2008**

**City of Salisbury/Wicomico County Government Building  
125 North Division Street, Salisbury, MD  
Room 302**

### **Attendees:**

#### TAC Members:

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

#### Others:

Tashia Clemons, Federal Highway Administration  
Greg Oliver, Delaware Department of Transportation  
Bobbie Geier, Delaware Department of Transportation  
Jim Thompson, Maryland State Highway Administration  
Jim Dooley, Maryland State Highway Administration

### **Introduction**

Mr. Birch opened the meeting at 1:15 p.m. and welcomed everyone.

### **Minutes**

Mr. Birch introduced the first item on the agenda, which were the minutes of the Committee's November 14, 2007 meeting. Mr. Thompson noted that the minutes stated the FY 2008-2011 Transportation Improvement Program had been recommended for approval by the Committee. Mr. Thompson asked if he and also Greg Oliver from DelDOT could receive a copy of this. Mr. Pusey stated he would provide each with a copy.

Mr. McDonnell moved to approve the November 14, 2007 meeting minutes, and Mr. Kautz seconded the motion. All Committee members voted aye, with none opposed, and the motion to approve the minutes was passed.

### **Sussex County (Del.) Transportation Plan**

Mr. Birch welcomed Ms. Geier to the meeting.

Ms. Geier provided attendees with a handout entitled “Mobility Element of the Sussex County Comprehensive Plan Update” that summarized the process of the Sussex County Transportation Plan Update, and briefly discussed development, employment and population trends that Sussex County was experiencing. Included in her discussion was the increase in population growth, especially in the summer population, and the trend toward the aging of the population and the shrinking household size. She also noted that in employment trends, manufacturing was the only segment that was expected to decrease during the 2005-2030 period.

After reviewing the background data, Ms. Geier discussed the issues, strategies and actions that were proposed to be taken to address this growth. These included addressing North-South movement, East-West movement, evacuation routes, public transportation services, the expansion of travel alternatives, intergovernmental coordination, air quality, and Sub-Area planning. She noted that a recent “Planning Group” meeting was held with interested parties to begin a Sub-Area plan for Delmar and its surrounding area.

Mr. Thompson discussed the Route 404 improvements in Maryland and how Maryland is delaying that road’s improvements near the Delaware line until such time as the improvements on the Delaware side have been finalized.

Mr. Magill asked a follow-up question about Sussex County’s rural zoning density requirements, and a discussion ensued between Mr. Magill, Mr. Kautz and Mr. Pusey about rural zoning and its impact on densities and road systems in both Sussex County and Wicomico County.

As this item was presented for informational purposes only, there was no action to be taken by the Committee. Mr. Birch thanked Ms. Geier for the presentation.

### **Public Participation Plan (PPP) – Discussion and Recommendation**

Mr. Birch asked Mr. Pusey to report on this item.

Mr. Pusey stated that the Draft Plan was reviewed by the Technical Committee at the last meeting, and several changes were recommended. He briefly reviewed each of those changes that have since been made. These included referencing DelDOT (pg. 4) and that the draft was provided to various citizen groups in the community for comment (pg. 5); that the MPO Staff will attempt to provide an informational booth at events such as the MACO and MML meetings (pg. 9); and adding evaluation measures for various public involvement tools (pg.14).

Mr. Pusey also stated that Mr. Kautz had raised a question as to whether the PPP should be included as one of the planning documents produced by the MPO as described on page 4. After some discussion, it was agreed that the PPP would not be considered a planning document as the UPWP, the TIP and the LRTP are.

Mr. Thompson said he had some comments. He suggested clarifying that the TIP shall cover no less than four years (pg. 4); that the MPO is on a four-year cycle for the update of the LRTP (pg. 4); that the UPWP is the primary planning document produced by the MPO and activities such as the Corridor Studies and the Freight Plan are part of the UPWP and shouldn't be listed separately (pg. 4); DeIDOT should be listed under the TIP on page 13; and that Sections V (Participation Implementation Procedures) and VI (Specific Participation Strategies) should be combined.

Ms. Gordy suggested that the Website include a link to allow users to make suggestions on how the site can be improved. She also said she hoped that the site can be regularly updated.

Mr. Pusey stated he would take the comments and suggestions and make the changes, and would provide all members with a copy of the completed Draft document.

Upon a motion by Mr. Magill, seconded by Ms. Gordy, the Technical Committee unanimously forwarded a favorable recommendation to the MPO Council to approve the Public Participation Plan, with the revisions as discussed.

#### **FY 2008 Unified Planning Work Program (UPWP) – Recommendation**

Mr. Birch asked Mr. Pusey to report on this item.

Mr. Pusey handed out the FY 2008 approved budget table from the UPWP, and a proposed revised budget table for the remainder of the year. He stated that, as the fiscal year has progressed, more definite costs of some of the items planned for the year have been received. In particular, Staff is recommending that the items listed as "Special Studies" need to be revised. The Development Capacity Analysis, proposed to cost \$10,000, is likely to come in at a much higher cost. A preliminary estimate from a firm listed the likely cost at around \$40,000. The County has prepared an RFP for its Comprehensive Plan update, and the Development Capacity Analysis has been included as one of the tasks to be undertaken. The exact cost should be available within the next few weeks. At the same time, the cost for completing the South Division Street Corridor Study is going to be more than expected. In order to provide money for both of these projects, the amount dedicated to the Riverside Drive Corridor Study was reduced for FY 2008, with the study to be completed in FY 2009.

Mr. Kautz pointed out that the projects stayed the same, but the funding was reallocated between them. Mr. Pusey stated that was correct.

Upon a motion by Mr. Magill, seconded by Ms. Gordy, the Technical Committee unanimously forwarded a favorable recommendation to the MPO Council to approve the revised FY 2008 UPWP.

#### **FY 2009 Unified Planning Work Program (UPWP) – Recommendation**

Mr. Birch asked Mr. Pusey to report on this item.

Mr. Pusey handed out the proposed FY 2009 budget table. He pointed out that there was a slight increase in the FY 2009 funding as opposed to FY 2008 – approximately \$3,000. He briefly went through each of the proposed projects. The activities for Core Planning, MPO Administration and the Public Participation Process remained the same, with only a slight increase in funding.

The activities under Special Studies changed from FY 2008, as the Development Capacity Study has been replaced by the Geographic Information Systems (GIS) task. The GIS task was included in previous years' budgets, except for 2008, as the County has continually upgraded and maintained its database for the MPO Planning Area. Also included is the remaining funding for the Riverside Drive Corridor Study, and a new study that the City of Salisbury has requested for the Route 13 North Corridor, from the Bypass to Leonard's Mill Pond, and from Brown Road on the east to Jersey Road on the west. Committee members noted that this was an area that has experienced tremendous growth over the last few years, both commercial and residential.

Upon a motion by Ms. Gordy, seconded by Mr. Magill, the Technical Committee unanimously forwarded a favorable recommendation to the MPO Council to approve the revised FY 2009 UPWP.

### **Corridor Studies - Update**

Mr. Pusey stated that this topic has been covered in the discussion on the two previous items, but he'd like to add that the South Division Street Corridor Study is nearing completion and hopefully The Traffic Group will be prepared to present its findings at the next Committee meeting.

No action was required for this item.

### **Other Business**

Mr. Birch asked if anyone had any other business to be discussed. Mr. Pusey stated that MDOT is holding a Public Hearing the next day on Thursday, March 13, 2008 beginning at 2:30 p.m. on the Maryland Statewide Freight Plan. The meeting will be held in the Council Chambers of the Government Office Building and its purpose will be to hear comments from interested parties on how Maryland should respond to issues affecting freight movement in the future. Mr. Pusey invited anyone who was interested to attend.

Mr. Thompson stated he would like to bring to everyone's attention that the Maryland State Highway Administration is co-sponsoring the 8<sup>th</sup> National Conference on Access Management from July 13-16, 2008, at the Renaissance Harborplace Hotel in Baltimore. He stated registration was now occurring and he left fliers with Mr. Pusey to distribute.

Ms. Gordy stated that she was currently working on the update to the Town of Mardela Comprehensive Plan, and as part of the transportation element, the Town has asked about the potential for future service to be provided by Shore Transit. Mr. Johnson stated that there is now service available, but it is on a call-ahead basis for elderly and those with medical needs. Mr. Johnson stated he would be glad to meet with Ms. Gordy to summarize what services are now available to the Town and what future services may be available.

No action was required for these items.

**Next Meeting Date/Adjourn**

The next meeting date is scheduled for May 14, 2008 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. Magill, with all members voting in favor, the meeting adjourned at 2:20 p.m.