

**REGULAR COUNCIL MEETING
SEPTEMBER 12, 2019**

The Council meeting was held at WILMAPCO, The Tower at STAR Campus, 100 Discovery Boulevard, Suite 800, Newark, DE 19713.

1. **CALL TO ORDER:** Mr. Sennstrom, Vice Chair, opened the meeting at 4:01 p.m.

2. ROLL CALL:

Members present:

Drew Boyce, representing DeIDOT Secretary of Transportation, Jennifer L. Cohan
Connie Holland, Delaware Governor's Appointee
Herb Inden, representing City of Wilmington Mayor, Michael S. Purzycki
Heather Murphy, Maryland Governor's Appointee
Eric Sennstrom, representing Cecil County Executive, Alan McCarthy
Catherine Smith, representing Delaware Transit Corporation CEO, John Sisson
Michael Spencer, representing New Castle County Municipalities
Andrea Trabelsi, representing New Castle County Executive, Matthew Meyer

Members absent:

Dave Warnick representing Cecil County Municipalities

Guests, Observers:

Jerry Clifton, City of Newark
Tom Fruehstorfer, WILMAPCO PAC Chairperson

Staff members:

Dan Blevins, Principal Planner
Janet Butler, Administrative Assistant
Heather Dunigan, Principal Planner
Sharen T. Elcock, Executive Assistant
Randi Novakoff, Outreach Manager
Bill Swiatek, Principal Planner
Jacob Thompson, Transportation Planner
Tigist Zegeye, Executive Director

Minutes prepared by Janet Butler

3. MINUTES:

The July 11, 2019 meeting minutes were approved.

ACTION: On motion by Mr. Spencer seconded by Ms. Trabelsi the Council approved the July 11, 2019 Council Meeting Minutes.

Motion passed.

(9-12-19-01)

PUBLIC COMMENT PERIOD:

None.

COUNCIL MEMBERS' AND DIRECTOR'S REPORT:

4. Chairperson's Report:

None.

- Council Member's Reports:

Mr. Spencer said Century Engineering consultants were selected for the Newport Transit Study and a kick-off meeting will be held in two weeks.

Mr. Boyce said the DeIDOT CTP public workshops are starting on Monday; and that the projects are in coordination with the MPOs, which he expects, will help to inform the TIP.

Mr. Inden said the City of Wilmington Comprehensive Plan is going to be reviewed by the City Planning Commission this month for approval. Then, he expects the plan to go to the City Council for certification.

Ms. Holland said Delaware's Governor has announced that there are four more development districts including City of New Castle, Middletown, Delaware City, and Clayton.

5. Executive Director's Report – Ms. Zegeye shared the following events and information:

- Staff will participate in the Maryland MPO Roundtable on September 13, 2019, at MDOT.
- Staff is assisting with coordination of Wilmington Wellness Day, which will be held on September 14, 2019; at Brown-Burton-Winchester Park in Wilmington (a flyer in English and Spanish was distributed).
- Staff will exhibit at Newark Community Day on September 15, 2019.
- The Capital Transportation Plan (CTP) and Public Participation Plan (PPP) Workshop will be held on September 16, 2019. New projects that were added to the FY2020-2021 CTP include six projects. Five of the projects came from WILMAPCO studies. The sixth project came from the Churchman's Crossing Plan which was developed in coordination with WILMAPCO, New Castle County and DeIDOT.
- On September 20, 2019, staff is planning Car Free Day (a flyer was distributed).
- Staff will update the Marshallton Community project to help implement the Circulation Study.
- The Cecil County CTP Tour will be held on October 11, 2019, at the Cecil County Administration Building, and WILMAPCO staff will participate.
- The Delaware American Planning Association (APA) annual meeting is being held at Embassy Suites on November 7, 2019, and WILMAPCO staff will participate.
- The Safe Kids Program has received grants to implement Safe Routes to School (SRTS) events that are being planned for fall.
- Grants were received from the State Transportation Innovative Council (STIC) to develop a series of public outreach videos.
- Staff is participating in the City of Newark Transportation Improvement District Committee.

- WRA was selected as consultants for the Governor Printz Boulevard Corridor Study, and a Kick-off meeting is scheduled on October 4, 2019.
- Century Engineering was selected as consultants for the Newport Transportation Plan, and a Kick-off meeting will be held on September 23, 2019.
- Staff is working with the consultant team on Land Use Scenarios for the US 202 Corridor Master Plan.
- A Southern New Castle County (SNCC) Master Plan public workshop is scheduled on October 7, 2019, at Middletown Fire Hall.
- The August 2019 WILMAPCO Financial Report was distributed to Council, which shows it is under budget.

7. Public Advisory Committee (PAC) Report:

Mr. Tom Fruehstorfer, PAC Chair, said the PAC met on August 26, 2019, action items included the release of the Public Participation Plan (PPP) for comment. Ms. Novakoff said that staff will be adding the Transportation Justice (TJ) outreach recommendations to the plan before it is released. Ms. Dunigan presented the New Castle County Bicycle Plan including public outreach survey results. PAC members suggested adding questions about bike destinations. Ms. Dunigan said to keep the survey short, the WILMAPCO survey does not include that question; however, DelDOT can provide statistics that track that information. Ms. Dunigan also presented the Newark Transit Coordination Study that included public opinion survey results, study recommendations, and next steps.

8. Technical Advisory Committee (TAC) Report:

Ms. Dunigan said the joint TAC and Air Quality Subcommittee (AQS) meeting was held at Lums Pond State Park on July 18, 2019. There were no action items. Presentations included Diesel Truck Engine Replacements at Delaware River Ports by Ms. Debbie Thomas, MARMA, New Castle County Ordinance No. 19-005 by Ms. Stacey Dahlstrom, New Castle County, and the DelDOT Project Prioritization Process by Mr. Anson Gock, DelDOT. The TAC also met on August 15, 2019, and Mr. Bill Swiatek presented the 2019 Transportation Justice (TJ) Plan including recommendations for endorsement. In addition, presentations included Complete Communities Enterprise District Evaluation by Mr. B.J. DeCoursey, University of Delaware Institute for Public Administration (IPA); and the New Castle County Bicycle Plan Update and U.S. Bicycle Route Planning WILMAPCO presentations by Ms. Dunigan.

ACTION ITEMS:

9. To Endorse the Draft 2019 Transportation Justice (TJ) Plan

Mr. Swiatek said the TJ Plan identifies key social inequities in the Wilmington region's transportation system. The plan examines the fairness and inclusivity of the existing and planned system, as well as the public engagement processes. Recommendations are made to overcome observed barriers and inequities.

The TJ Plan exceeds WILMAPCO's obligations under the federal statutes and initiatives, including Title VI of the Civil Rights Act, Environmental Justice (EJ), Language Assistance, and the Americans with Disability Act. The plan brings together and addresses these overlapping themes under one umbrella initiative that WILMAPCO henceforth calls Transportation Justice (TJ).

The plan was guided by an ad hoc working group comprised of WILMAPCO staff, members of the Public Advisory Committee (PAC), researchers from the University of Delaware, and officials from the Maryland and Delaware Departments of Transportation

(DeIDOT), and the Delaware Transit Corporation (DTC). The group met five times between September 2018 and August 2019, and recommended Council endorsement in August. Numerous presentations were given to TAC, PAC, and the Non-Motorized Transportation Working Group (NMTWG) during that period. The TJ Working Group and TAC recommended Council endorsement of the plan.

The plan went out for public comment during the month of August until September 9, 2019. Public outreach for the TJ Analysis resulted in WHYI, Delaware Public Media, and WURD Radio news coverage. A presentation was given to the Elderly and Disabled Committee at DART on September 11, 2019. Staff was contacted by a coalition, anti-racism group, the Coalition to End the New Jim Crow in Delaware, who are excited about the TJ Plan and want to get involved. Public feedback from social media resulted in many positive comments. Ms. Murphy and Ms. Holland said the document would work well for the whole state of Delaware because of Complete Communities. Ms. Murphy also commended the concepts of the plan.

ACTION: On motion by Mr. Spencer seconded by Mr. Inden the Council endorsed the 2019 Transportation Justice Plan.

Motion passed.

(9-12-19-02)

10. To Approve the Proposed Public Advisory Committee (PAC) Reappointments

Ms. Novakoff said three members of the PAC are up for reappointment for another three-year term that includes Mr. Vic Singer, Civic League for New Castle County; Mr. Dave Tancredi, Milltown-Limestone Civic Alliance; and Mr. Bill Dunn, Civic League for New Castle County President. The three PAC members have been members since 2011 and are in good standing.

Mr. Spencer asked what the criteria are for being considered in good standing. Ms. Novakoff said PAC Bylaws state that PAC members must attend three of the six meetings to maintain voting status. Mr. Inden asked how the PAC members are selected. Ms. Novakoff said that the municipalities can appoint the PAC members. We also seek members from civic, environmental, advocacy, health, and umbrella organizations.

The PAC and TAC took no action. Staff recommends approval of the three PAC reappointments.

ACTION: On motion by Mr. Drew Boyce seconded by Ms. Connie Holland the Council Approved the three Public Advisory Committee (PAC) Reappointments.

Mr. Spencer opposed the motion.

Motion passed.

(9-12-19-03)

PRESENTATION/DISCUSSION ITEMS:

11. New Castle County Bicycle Plan Update

Ms. Dunigan said the New Castle County Bicycle Plan has the same vision as the Delaware Statewide Bicycle Plan, which states, "Everyone in Delaware has front-door access to a bicycle network that is safe, comfortable, and conveniently connected to places people want to go. A seamlessly integrated transportation and land use decision-

making process, with many partners working together, encourages a culture where people choose bicycling in their daily lives for transportation, recreation, and improved health.”

The New Castle County Bicycle Plan’s Advisory Committee developed the following objectives: 1) Identify bicycle transportation network; 2) Provide equitable bicycle access including to transit; 3) Encourage bicycle parking and other end-of-trip facilities; 4) Improve safety through design, maintenance, and enforcement; 5) Incorporate bicycle elements into land use planning; and 6) Develop an implementation and evaluation plan.

Public outreach has included seven public workshops and events throughout the region; an Advisory Committee made up of local officials, WILMAPCO staff, and stakeholders; and a Metroquest online survey that had 286 respondents.

The current analysis includes consolidate and assess recommendations based on outreach; refine recommendations using technical analysis and agency outreach; incorporate local plans and priorities; prioritize recommendations; and complete the draft report. Ms. Dunigan discussed a map showing draft recommendations. Recommendations are being prioritized based on quantitative technical scoring and local government priorities.

The next steps for the New Castle County Bicycle Plan include apply priority scoring; provide another GIS analysis by partner agencies for top projects, or small “bike-shed” areas; and release a draft report and recommendations for comments.

Mr. Boyce asked if the assessment would include an assessment of project feasibility. Ms. Dunigan said no, we are mainly looking at connections. She said this is a Phase I project. Ms. Zegeye added perhaps once we have a solid prioritization of projects we can conduct a Feasibility Study as a future task. Ms. Trabelsi asked if WILMAPCO will prioritize projects annually. Ms. Dunigan said she believes we will refine the prioritization biennially, when developing the TIP.

12. U.S. Bicycle Route System (USBRS) Planning

Ms. Dunigan said the USBRS mission is to facilitate bicycle travel on appropriate roads, paths, and highways traversing routes that are desirable for interstate bicyclists. A route should form continuity of available roads through two or more states connecting and traversing areas of scenic, cultural, and recreational interest.

The purpose of the U.S. bicycle route numbering and marking system is to facilitate travel between the states over routes which have been identified as being more suitable than others for cycling. A bicycle route for this purpose is defined as any road, street, path or way which in some manner is specifically designated as being open to bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or are to be shared with other transportation modes.

The USBRS was established by the American Association of State Highway and Transportation Officials (AASHTO) in 1978. The first two US bicycle routes were designated in 1982, with no additional routes added 1982-2011.

More recently, Adventure Cycling guided the growth of the USBRS and provided technical support. Currently, there are 13,733 miles of USBRS in 26 states, but, no USBRS routes in the WILMAPCO region. In June, Adventure Cycling requested

WILMAPCO assistance to coordinate USBR 201 in Delaware. Initial discussions were made to collocate the route with the East Coast Greenway, and DVRPC is considering route options in Pennsylvania.

WILMAPCO's next steps are to coordinate with Maryland and Pennsylvania on connections; finalize route selections with partner agencies; and obtain letters or resolutions of support for any sections of the route that are not owned by DelDOT. DelDOT will apply to AASHTO for designations and may be amend the route after the designation using the same application.

Mr. Boyce asked Ms. Dunigan to review what the next steps are. Ms. Dunigan WILMAPCO would next need confirmation that Maryland and Pennsylvania will be seeking border crossings at the same locations proposed in Delaware. In addition, we would try to get formal support for the jurisdictions impacted.

Ms. Murphy said that there are great tourist benefits for a USBRS Route.

13. Public Participation Plan (PPP)

Ms. Novakoff said the PPP was originally created in 2008, and more recently updated in 2012. WILMAPCO's public outreach philosophy includes going where the people are and to exceeding federal regulations.

The Goals of the PPP include: 1) Widely disseminate, clear, complete, and timely information to residents, affected agencies, and interested parties; 2) Create an open and ongoing two-way public involvement process that ensures full resident, agency, and interested party participation in, and input into, regional transportation planning; and 3) Achieve early and continuous involvement of the public in the development of transportation plans, projects, and programs.

The 2019 PPP Update process includes WILMAPCO's telephone Public Opinion Survey, a review of plans of examples and best practices, participation in the FHWA/FTA Peer Exchange, completing an online survey, and participation in the International Public Outreach Conference (IAP2).

Telephone survey results revealed that 30% are familiar with WILMAPCO; 10% are aware of the Regional Transportation Plan (RTP); 43% are aware of the Transportation Improvement Program (TIP); and 15% are aware of how transportation projects are selected.

An online public participation survey conducted during May-June 2019. There were 177 respondents including four Spanish-language responses. When asked about familiarity with WILMAPCO, 70% said that they were familiar. Regarding the biggest barrier to getting involved in transportation planning, the majority responded that not knowing how to get involved, lack of understanding of the process, and lack of free time were the major barriers. When asked what are your preferred methods of receiving information about opportunities to participate in transportation planning, 69% said online surveys and 69% said direct communications with staff via e-mail or telephone.

Regarding the demographics of the participants, the vast majority were white and upper income which demonstrated that online surveys are not the best means of gathering feedback from the younger, older communities or minority communities.

Anticipated changes to the PPP include streamlining the plan, incorporating Transportation Justice (TJ) recommendations, and including a “tools in the box” section.

Mr. Spencer asked if social media would be a better place to reach younger people that do not take the online surveys. Ms. Novakoff responded yes, we promoted the survey with social media. We found that while many in a younger demographic clicked the survey link, few actually completed the survey.

Ms. Trabelsi asked if there are incentives that can be offered to attract these demographics. Ms. Novakoff said yes, in the past we have offered small gift card incentives to encourage survey participation, and it is likely they did help to get more participation.

14. INFORMATION ITEMS: Administrative Modification Request Letters.

ADJOURNMENT: Mr. Spencer made a motion to adjourn, Ms. Holland seconded the motion. The meeting adjourned at 4:47 p.m.

ATTACHMENTS: (0)