

Members Present

Kyle Hodges	SCPD
Jim Lardear	AAA
C.R. McLeod	Department of State
Todd Webb	DelDOT (on behalf of John McNeal)
Barbara Monaghan	DDDC
William Payne	Citizen Representative
Lloyd Schmitz	Citizen Representative
Jana Simpler	OHS
John Sisson	WILMAPCO
Rich Vetter	Dover/Kent MPO
Jennifer Cohan	DelDOT

DelDOT Support Staff

Sarah Coakley	DelDOT
Sonia Marichic-Goudy	McCormick Taylor

Members Absent

Marsha Carson	Department of State
Jonathan Kirch	AHA/ASA
Wayne Smith	Delaware Healthcare Association
Janelle Cornwell	Sussex County
Nicole Majeski	Deputy Secretary
Susan Moerschel	DNREC
Tina Shockley	DOE

Guests

Tom Nickel	DelDOT
Jennifer Pinkerton	DelDOT
David Nicol	DelDOT
Captain Daniel Hall	Delaware State Police (DSP)
Darlene A. Cole	DVI
Linda Osiecki	DelDOT
Jim Johnson	Wallace Montgomery
Tigist Zegeye	WILMAPCO
James Wilson	Bike DE
Constance C. Holland	Office of State Planning Coordination
Brian Clarke	DelDOT
Nicolas Slater	DelDOT
Mark Luszc	DelDOT
Rob McCleary	DelDOT
Paul Moser	DelDOT
Richard Klepner	OHS
Christopher Sylvester	Century Engineering
Emma Cote	DelDOT
Annie Cordo	DOJ/DelDOT

Laura Saperstein DPH (on behalf of Richard Killingsworth)

I. CALL TO ORDER

The meeting was called to order at 10:14 am by Co-chair Jana Simpler.

II. INTRODUCTIONS

All members, staff, and guests introduced themselves.

III. MEETING MINUTES REVIEW (5/24/2016)

Ms. Jana Simpler asked Council if there were any comments on the May meeting minutes. Mr. Jim Lardear made a motion to approve the meeting minutes. The motion was seconded by Mr. Rich Vetter. The meeting minutes were approved by all council members in attendance, without changes.

IV. OLD BUSINESS

Subcommittee Updates

Ms. Jana Simpler invited the subcommittee chairs to provide subcommittee updates.

Legislative and Policy

Mr. Jim Lardear discussed that his subcommittee postponed their June meeting until July 27th. This will allow Adam Weiser (DeIDOT) and Bill Thatcher (DTC) more time to review the bus stop policy and more time for staff to determine the best alternatives for a pedestrian drop down menu options for DelJIS' E-crash reporting. At a future meeting, Mr. James Wilson will present on Transportation Improvement Districts and Complete Community Enterprise Districts. The Long-Range Transportation Plan is also planned for discussion at a future meeting.

The Council had no questions for Mr. Lardear.

Built Environment

Mr. Rich Vetter said the subcommittee had its second meeting last week. The group decided they will meet the third Thursday of every month. Linda Osiecki gave a presentation on ADA Guidelines and the new Pedestrian Accessibility Standards (PAS). These standards will be revised in the near future and will go back out for public comment through the Register of Regulations process.

Mr. Vetter shared that Ms. Osiecki's presentation also included information on what is working well. For example the Federal Transit Administration (FTA) provided Delaware Transit Corporation (DTC) a \$1.7 million grant, which they used to improve 140 bus stops statewide. In addition, it was noted that the Development Coordination Process has improved in terms of ADA compliance and overall program cohesiveness in implementing DeIDOT policies. DeIDOT's Pavement & Rehabilitation program has made strides in improving pedestrian mobility and ADA compliance as projects come through the program. The Safe Routes to School (SRTS) Program was noted as a positive improvement toward pedestrian mobility. The subcommittee discussed the positive outcomes of the Pedestrian Safety Audits particularly along Kirkwood Highway, but also along US Route 13.

Mr. Vetter also discussed potential recommendations that the subcommittee is and will

continue to explore. These recommendations include discussing whether the Pedestrian Coordinator, Sarah Coakley, should sign off on DelDOT Design Plans. This may ensure the latest standards for pedestrian mobility are upheld. The group discussed the necessity of before and after pedestrian data. DelDOT Planning has conducted a two-year pilot bicycle and pedestrian counting program and counts are now included in the regular traffic counting program, with 30 locations counted over a three year rotation. Analysis and compilation of this data would be helpful. The group would like to see future pedestrian safety audits at Route 40/72, as well as, along US Route 13 between Camden and Dover. The subcommittee would like to determine how to eliminate low spots in curb ramps that retain water, commonly referred to as bird baths. The subcommittee also sees an opportunity for additional DART bus driver training to educate and encourage drivers to identify and alert someone if a substandard location is encountered. The subcommittee also discussed possibly using some of the council funds to provide Complete Streets Training for designers, consultants, and DelDOT staff.

The Council asked for additional information on the training such as a specific cost, who may be available to provide the training, and what specific topics would be included. Mr. Vetter explained that this discussion was in its early stages and more specifics will be available at a later date. Ms. Osiecki and Ms. Coakley volunteered to assist in preparing a training program.

The subcommittee also learned about utilities and design. They learned the best approach to utilities is to avoid them when possible, reduce impacts as much as possible, what defines a reimbursable utility relocation, and that there is a DelDOT Utility Manual.

Education and Enforcement

Mr. Richard Klepner provided a recap of the subcommittee's meeting. The group discussed crossing guards in the state. While New Castle County has a well-developed program, the subcommittee discussed how Kent and Sussex Counties lack training and materials. Subcommittee members would like to see training mandated for each County.

The subcommittee discussed the benefits of the SRTS Program. They are discussing the idea of establishing safety thresholds, where schools that meet the threshold would be targeted with specific outreach and provided with comprehensive assistance to include educational programming and infrastructure improvements.

There is a program in Portland, Oregon that provides a Share the Road Safety Class for bicycle and pedestrian safety as an option instead of paying traffic tickets. The subcommittee is researching how to implement such a program in Delaware.

The subcommittee also discussed improvements that could be made to Drivers Education programs. There is currently very limited bicycle and pedestrian safety information provided in the Drivers Education curriculum. AAA can provide Drivers Education and school age bicycle and pedestrian education.

The subcommittee also discussed the importance of coordinating with the other subcommittees.

FY 17 Council Budget

Ms. Coakley shared that for the FY July 1, 2016 through June 30, 2017, there is \$9,500 left in

operating funding for the Council. \$10,500 has already been allocated for the consultant administrative support. She suggested that a plan should be developed by October to report how the money will be spent between October 2016 and June 2017. However, Council discussed waiting until 2017 to use the funds after subcommittee recommendations have been made. Ms. Simpler stated that it may make sense to spend the money as ideas come up in the subcommittees so the Annual Report can report on the recommendations and accomplishments of the Council. Since the report content is flexible, there is no reason to wait for the report to be finalized to start training or implementation of ideas of the various subcommittees. The budget will be kept on the council agenda for each meeting so that discussions continue on possible expenditures.

V. NEW BUSINESS

Review of and vote on new council logo

The group reviewed the attached six (6) logos and voted:



The results are as follows:

- Top left received 4 votes
- Top right received 0 votes
- Middle left received 3 votes
- Middle right received 0 votes
- Bottom left received 2 votes
- Bottom right received 5 votes

Since the bottom right received the most votes, it was chosen with a motion made by Jim Lardear which was seconded and then approved by all Council members present.

Review of Draft Council Annual Report Outline

A draft report outline was prepared by Ms. Coakley for the required Annual Report that is due to the Governor. The report will discuss the Council’s goals, accomplishments, and a look ahead of what is anticipated for 2017.

The first section titled Introductory Letter from Co-chairs Jonathan Kirch and Jana Simpler will be renamed the Executive Summary. It was noted that the Governor receiving this report will be a different Governor than the Governor who established the Council. This will be taken into account

in the introduction. The summary will highlight the Council goals, including subcommittee goals. It will include a summary of accomplishments and recommendations that are most important to the Council. The Council set a December timeframe for this to be completed and Ms. Coakley will provide a draft.

The second section is the Summary of Council meetings and structure. This will include that the group met monthly through June and then met every other month, that three subcommittees were formed and how the subcommittees are addressing Council goals.

The third section is the Summary of Data Presented to and reviewed by the Council. A list of presentations to the Council will be included. Presentations to the subcommittees will be included in the subcommittee section. Ms. Coakley and McCormick Taylor will “fact-check” the list and ensure that all presentations are listed correctly. One or two sentences will be included to describe each of the presentations.

The fourth section in the draft outline was Subcommittee summaries, including subcommittee members and recommendations and action by subcommittees. However, this section will be moved to section 5. Section four will be the Summary of Council Accomplishments and Actions. This summary will be prepared and distributed by the co-chairs in December. The Council agreed to strike the “and recommendations” from the title of this section.

The fifth section will be the Subcommittee Summaries and recommendations and actions by subcommittees. The list of subcommittee members will be removed from this section. Presentations and data provided to the subcommittees will be listed in this section. This section will describe in more detail the subcommittee recommendations. This will be due to the Council by December and each subcommittee chair is responsible for providing this for their subcommittee.

The sixth section will be titled Any Known Topics Planning to be Discussed in 2017. These will include Council and Subcommittee topics. This will include any topics or issues not addressed or completed by Council or Subcommittees in 2016.

Finally the report will include appendices which will include a copy of executive order 54, list of Council Members, list of subcommittee members, and a list of support staff.

Council decided that all recommendations from subcommittees will be due in December 2016. This will provide time to compile the Governor’s Annual Report, which will be submitted in February 2017 at the latest.

Information on Preliminary Land Use service (PLUS) process and local comprehensive plans presented by Connie Holland.

Connie Holland is the Director of the Office of State Planning Coordination (OSPC). She comes to this position with 30 years of experience in Kent County. In her previous position it was sometimes difficult to receive comments from DeIDOT on County applications. As a result, the Governor implemented a Preliminary Land Use Service (PLUS) where everyone comes together including DeIDOT representatives to comment on the received plans. The projects that are required to go through this process are any projects for residential subdivisions with more than 50

units or for non-residential subdivisions or site plans involving structures or buildings with a total floor area exceeding 50,000 square feet. Comprehensive plans also go through the PLUS process. The process allows a project to be reviewed on a transportation, mobility, and safety perspective. DelDOT is very involved in this process and state code mandates that DelDOT assist municipalities with the transportation element of their comprehensive plans. Ms. Holland would like a member of Council to join the PLUS members in addressing local entities. The PLUS group has found success in having people from the community address local jurisdictions.

The PLUS group promotes complete communities. They have worked with the division of health and social services which is an advocate for safety and mobility. Developers are educated through this program about safety and mobility. For example, the PLUS group understands how interconnectivity between neighborhoods aids in pedestrian mobility. The PLUS group has also assisted in preparing a masterplan for Milford which includes a brand new medical center. The ideas behind the masterplans were safety and mobility.

The Council can use the Office of State Planning Coordination as a conduit to reach local communities.

Council asked if anyone was working on the New Castle County plan for safety and mobility. George Haggerty, General Manager of the county's Land Use Department, is working on the New Castle County Comprehensive Plan.

There were no other questions for Ms. Holland.

VI. PUBLIC COMMENT

Ms. Jana Simpler opened the floor to public comment.

Ms. Barbara Monaghan mentioned that she has not known about subcommittee meetings because the wrong email has been used for her. This will be corrected as soon as possible.

Mr. James Wilson mentioned that the professional development bike conference titled the Pro Walk/Pro Bike/ Pro Place Conference will take place in Vancouver, BC September 12-15, 2016. He wanted to discuss whether Council funds could be used to send a Council representative. Ms. Annie Cordo advised that due to rules in using state funding for out of state travel this may not be an option. It has been determined since the meeting that Council funds may not be used for this specific purpose of sending someone to the conference in September 2016.

VII. ADJOURN

Ms. Barbara Monaghan made a motion to adjourn the meeting. It was seconded by Mr. Lardear and approved by Council. The meeting adjourned at 11:14 a.m.

Meeting Minutes reported by:
Sonia Marichic-Goudy PE

