

## **Attendee**

Tigist Zegeye	WILMAPCO
Tom Nickel	DeIDOT
David Bartoo	DNREC
Linda Osiecki	DeIDOT
Darren O'Neill	Wallace Montgomery
David Edgell	OSPC
Anson Gock	DeIDOT
Jared Kauffman	DART
Erin Goldner	Hope Street Delaware, B+G Club
Jim Galvin	Kent County MPO

## **DeIDOT Support Staff**

Farzana Atique	McCormick Taylor
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### **1. CALL TO ORDER**

The meeting was called to order at 10:01 am by Chair, Linda Osiecki.

### **2. MEETING MINUTES REVIEW (09/23/2019)**

Ms. Linda Osiecki asked members if there were any comments on the September 2019 meeting minutes. Ms. Atique noted that under Pedestrian Plans for Municipalities section, it is described that the excel sheet came from University of Delaware, which is not the case. As such the mention of University of Delaware needs to be removed from the sentence. Ms. Tigist Zegeye commented that under Pedestrian Plan for Municipalities section in the 2<sup>nd</sup> paragraph, there is a grammatical error. The sentence “Ms. Andaya and Mr. Farzana will reach out to municipalities to offer help for tem to development pedestrian plans” needs to be revised to “help for them to develop pedestrian plans”.

Mr. Bartoo motioned for the meeting minutes to be approved with the corrections. Ms. Zegeye seconded that. The motion was approved.

### **3. DISCUSSION WITH DAVE EDGELL, PRINCIPAL PLANNER, OFFICE OF STATE PLANNING (LAND-USE, COMPREHENSIVE PLANS AND HOW WE CAN HELP MUNICIPALITIES DEVELOP THEIR OWN PEDESTRIAN PLANS WITH SIDEWALK INVENTORY AND PRIORITIZED LISTS OF SIDEWALK IMPROVEMENT PROJECTS)**

Mr. David Edgell gave a presentation on land-use, comprehensive plans and how we can help municipalities. Mr. Edgell remarked that he works as a principal planner at OSPC (Office of State Planning Coordination) and primarily works with Kent County, but also works on statewide planning and sees the municipalities’ comprehensive plans as well. Mr. Edgell noted that there are annual reports of planning initiatives which can be found on the OSPC website: <https://2019-state-planning-report-delaware.hub.arcgis.com/>.

Mr. Edgell gave a summary of the history of comprehensive planning in Delaware. After World War II, there was economic expansion throughout the nation including Delaware. In Delaware,

there was the concern of suburban sprawl development, the loss of farmland, loss of open space, and the idea that that we can do better. Sixty years ago, efforts were made to create a better land-use planning for Delaware.

Twenty years ago, in the 1990s, not many local governments had comprehensive plans. The counties had plans, but they were not updated regularly. State agencies did not have a plan or policy that would unify everything together, and there was little to no coordination between local and state governments regarding land-use and infrastructure.

Governor Carper's administration started the Shaping Delaware's Future initiative. It was an interactive planning effort and generated many good ideas. However, the state did not have a plan to unify planning efforts. In 1999, the Delaware Strategies for State Policies and Spending document was published to provide policy guidance for state activities and serve as a framework for coordinating the plans and actions of local governments. This document is updated every five years.

Mr. Edgell went on to discuss what the local governments do in regard to planning. In 1988, there was frustration around the failure in county planning. In 2001, comprehensive plans were given legal status and required that zoning must be consistent with future land-use recommendations within 18 months of a plan's adoption.

Some of the towns and municipalities are small and do not have the manpower to tackle a big comprehensive plan. The requirement elements in a comprehensive plan are based on the population of the town. There are different sets of elements for <2,000 population and >2,000 population.

From 2001 to 2005, most of the municipalities did their plan. These plans are updated every 10 years which gives the municipalities the opportunities to have more public workshops and rewrite their plan. If they have changes in their plan, they can make amendments. There can also be amendments made to the text of the plan. Mr. Edgell remarked that currently all 57 municipalities have comprehensive plans and remarked that the OSPC website has easily accessible PDFs of all the comprehensive plans.

Ms. Zegeye asked whether the municipalities are required to come to the planning commission during the review or update process. Mr. Edgell remarked that every month, there is a meeting for Preliminary Land-Use Service (PLUS) where a group of state agencies, including DelDOT, reviews land-use applications (over 50 residential units or over 50,000 square feet of commercial), comprehensive plans, and amendments. The amendments are reviewed and if there are any objections. The planning commission will work with the municipalities. If it is only a review of the comprehensive plan, the Mayor of town or municipalities can send a letter to the commission stating that the plan has been reviewed and there are no changes.

Mr. Edgell gave an example of the Kenton Comprehensive plan, which had a section on pedestrians in their plan. Mr. Edgell remarked that Kent MPO helped them with their efforts to prepare their comprehensive plan. Mr. Galvin remarked that Kent MOP gave them with funding which enabled them to have University of Delaware work on their comprehensive plan.

Mr. Darren O'Neill remarked that in Kenton's transportation section, there is mention of continued

coordinate with DelDOT to address the issue of large trucks driving and parking on municipal streets that were not built to accommodate them. Mr. O'Neill remarked that when DelDOT came to the area to do pavement rehab work, the Municipality worked with DelDOT to install signs for trucks. Mr. Edgell remarked that he knew that some curb ramps were built during the pavement rehab project but was not sure if any measures were taken regarding the truck concern.

Mr. Galvin remarked that the small towns do not have enough funds, so they try to use pavement rehab work to help with their roadside improvements. Mr. Edgell remarked that many small towns and municipalities are not aware of how pavement rehab projects work and may be missing opportunities to work with DelDOT.

Mr. Edgell also presented the Dover Pedestrian Plan. It is a detailed comprehensive plan. Mr. Edgell remarked that it is very useful to have such a detailed plan as it can help with future sidewalk improvement work.

Mr. Kauffman remarked that having the language regarding sidewalk connectivity in comprehensive plans can be very useful.

Mr. Anson Gock remarked he has seen dotted lines on maps in comprehensive plans depicting future connection networks. However, he has not seen such cases in Delaware. Mr. Edgell remarked that in Delaware, we usually don't have maps showing dotted lines. He suggested that putting future connections in master plans can be useful. Mr. Edgell mentioned that the details with comprehensive plans must be carefully considered. The goal is to lay out the plan then implement through ordinances. Dover has a comprehensive plan and they changed the ordinances to reflect the plan.

Ms. Farzana Atique informed the subcommittee that she had been working with Maria Andaya to draft a letter to be sent to the municipalities to request that they develop a sidewalk master plan. Ms. Atique informed that a list has been created for the towns and municipalities with their contact information. The letter will note the high pedestrian fatalities in Delaware, the establishment of Pedestrian Council, and the need to have pedestrian plans from the towns and municipalities to identify gaps in the sidewalk network. Ms. Atique noted that DelDOT is responsible for approximately 230 miles of sidewalk in Delaware. There are approximately another 290 miles of sidewalk identified in the DelDOT inventory that fall under the maintenance responsibility of other jurisdictions. Mr. Edgell asked whether DelDOT will help with funding to develop the master plan or to help with pedestrian improvements. Ms. Atique remarked that DelDOT will assist the towns and municipalities to find funding to build improvement. Ms. Atique noted that having a master plan helps to secure funding. Mr. Edgell noted that the municipalities are likely to reach out to their MPOs for help with creating pedestrian master plans.

Ms. Zegeye remarked that WILMAPCO has been working on inventories of all sidewalks and crosswalks in New Castle County. She remarked that once they have all the data, creating a master plan for the county will be possible. Ms. Zegeye also remarked that WILMAPCO is in the process of finishing a pedestrian plan for all of New Castle County and that they are hoping to have a draft available in January. Ms. Zegeye noted that with so many master plans, sometimes the municipalities struggle to have those amendments done in their comprehensive plan.

Mr. Kauffman inquired if there will be language in the letter to the municipalities that examines at

developments along the road types. There is the problem of building origins and destinations on opposite sides of high-speed roads. Ms. Zegeye remarked that once we have the sidewalk inventories, it will become useful to make decisions regarding building safe pedestrian infrastructure options. Mr. Galvin remarked that there is consideration to buy Streetlight software which can perform origin destination studies for pedestrians and projections for pedestrian and bicyclist volumes. Ms. Zegeye informed the Council that WILMAPCO may also procure the software. Ms. Atique, in reply to Mr. Kauffman's inquiry, noted that the draft letter is a general letter to gauge the interest of the municipalities to create sidewalk master plans, but it does not have details regarding the roadway functionality. Ms. Osiecki remarked that this is an initial outreach and more details will be provided at a later time.

Mr. Edgell suggested that samples of sidewalk master plans can be useful for the municipalities. Mr. Edgell suggested to include the Dover Pedestrian Master Plan as an example of a more detailed plan and the Kenton Comprehensive Plan as an example of a less detailed pedestrian plan. Ms. Osiecki recommended that links to those two samples be included in the draft letter.

Ms. Osiecki remarked that the members can review the Executive Order 54 and contact through email regarding any recommendations to update EO 54.

The meeting was adjourned at 11:38 am.