

**Members Present**

John Sisson	WILMAPCO/DTC
Janelle Cornwell	Sussex County
William Payne	Citizen Representative
Debra Young	Empower Ability LLC
Adam Weiser	DelDOT
Tom Nickel	DelDOT
John McNeal	DelDOT
Todd Webb	DelDOT
Paul Moser	DelDOT
Linda Osiecki	DelDOT

**DelDOT Support Staff**

Kari Glanden	DelDOT
Anthony Aglio	DelDOT

**Members Absent**

Barbara Monaghan	DDDC
Susan Moerschel	DNREC
Rich Vetter	Dover/Kent MPO

**Guests**

Chris Sylvester	Century Engineering
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**I. CALL TO ORDER**

The meeting was called to order at 10:05 am by Chair John Sisson.

**II. INTRODUCTIONS**

All members, staff, and guests introduced themselves.

**III. ACTION ITEM- APPROVAL OF THE AGENDA**

Mr. Sisson reviewed the agenda and asked for a motion. Mr. Adam Weiser made a motion to approve the agenda. The motion was seconded by Mr. Paul Moser and approved by all members present.

**IV. ACTION ITEM- APPROVAL OF THE OCTOBER 20, 2016 MEETING MINUTES**

Mr. Sisson asked if there were any changes needed to the minutes. Mr. Tom Nickel made a motion to approve the minutes. Mr. Weiser seconded the motion and it was approved by all subcommittee members present.

**V. OLD BUSINESS**

Mr. Sisson introduced the need to finalize recommendations at this meeting. The draft recommendations from the agenda were pulled up on the screen. He said he would like to go over them one by one to edit and finalize each and then vote on them to make sure everyone is on the same page with each of them to pass them onto the Pedestrian Council. The first recommendation is "Recommend that DelDOT develop guidance and design standards for pedestrian median and sidewalk barriers, and prioritize locations for their use." Mr. Weiser asked for "and" to be changed

to “and/or.” Mr. Payne asked about including bike facilities. Mr. Sisson asked if they need to say anything about the prioritization. Mr. Weiser suggested leaving as is to allow for flexibility, such as considering risk factors, crash data, or a combination of the two. Mr. Todd Webb pointed out that the subcommittee is seeking guidance and design standards for both types of barriers, median and sidewalk, so shouldn’t the “and” remain in place. Then when locations are identified and prioritized for use, the specific type would be selected. The subcommittee agreed to leave the “and” as is. Mr. Sisson asked if there were any more comments. It was asked if a vote would be taken. Mr. Sisson said he would like to edit all of them, because some may go together, and then vote at the end.

Mr. Sisson read the second recommendation “Recommend that DelDOT project managers be required to fill out the Complete Streets Project Summary form found in the Complete Streets Implementation Plan and submit it to the Pedestrian Coordinator for evaluating the Department’s progress in implementing the Complete Streets Policy.” He asked if the Complete Streets Policy has been finalized. Mr. John McNeal explained that there is a policy but the implementation plan has not been finalized yet. The subcommittee discussed the idea of another recommendation first to have DelDOT finish and adopt the Complete Streets Implementation Plan. Mr. Sisson said there are some concerns about the existing Complete Streets Policy that the implementation plan is based on. Ms. Young suggested it is very important for this subcommittee to support the completion of an implementation plan. Mr. Weiser suggested changing the recommendation to recommend that DelDOT complete the Complete Streets Implementation Plan. Mr. Sisson said that it seems the recommendation is to complete the plan and have a tracking mechanism. Ms. Linda Osiecki said she would like to add to it, to have that the form is not only given to the Pedestrian Coordinator but that the Pedestrian Coordinator is either approving it or signing it. Mr. Sisson said it might not include only DelDOT projects either because there are other means for private developers to go through the Development Coordination approval process. Mr. Tom Nickel said the language in the draft for project managers to report is pretty narrow. Mr. Sisson said that another draft recommendation is that there should be one place within DelDOT that coordinates various programs to ensure gaps in the pedestrian network are filled and resources are maximized. That was to make sure there is one place in the organization, because it seems that is the problem, there are silos, and it’s not being coordinated and managed. This recommendation can be word-smithed too. Mr. Weiser asked what does simply filling out a form signify? He said what he is having trouble with is that it says to fill out a form that is in the implementation plan that is not complete yet, and who is going to track it, and what are we going to do with the information. Ms. Osiecki said that DelDOT already has a Pedestrian Coordinator and that the person in this position should be signing or approving the form to concur with it. Mr. Moser suggested a separate recommendation, one for Pedestrian Coordinator sign-off, to supplement this one on generating data. Ms. Cornwell said it sounds like this recommendation could be both, with project managers proving to the Pedestrian Coordinator that they have followed the policy, and also providing the information necessary for the Pedestrian Coordinator to track progress in meeting the policy. Mr. Weiser asked what authority does the Pedestrian Coordinator have to stop a project that is not meeting the Complete Streets Policy. Mr. Aglio said that he thinks this recommendation is trying to give some of that authority, right now there is none. Mr. Sisson acknowledged that is part of the problem, along with that the implementation plan has not been finalized yet. Mr. Weiser suggested that part of the recommendation needs to be to identify the role of the Pedestrian Coordinator and how it applies to DelDOT projects. Mr. Sisson clarified that the subcommittee’s goal is to make recommendations to ensure that the built environment is safe for pedestrians. These recommendations will then go to the full Pedestrian Council which will make recommendations to the Governor. None of this is set in stone yet. The suggestion was made to revise the

recommendation to apply to only DelDOT projects, not developer projects, to avoid potential pushback from the development community who is already addressing Development Coordination requirements. Mr. Sisson suggested simplifying it to read “DelDOT create a method of tracking and recording progress on implementing the complete streets policy.” Mr. Aglio said that the Department is much further along that it was five or ten years ago. We have a lot of project engineers that are doing a lot better. It’s just that sometimes the sidewalk isn’t designed in the safest fashion but may still meet the Complete Streets Policy. Ms. Young said that she agrees that just because there is a sidewalk present that doesn’t mean the street is inclusive enough.

Mr. Sisson moved onto the third recommendation “Recommend that DelDOT develop a form to be filled out and kept in project files for the Complete Streets waivers that are required for new roads, road expansion, and roadway redesign projects.” Mr. Weiser said he thought there was a formal waiver process in the policy. It was suggested to include reporting on waivers in the previous recommendation by adding “reporting on waivers granted”.

Mr. Sisson read the next draft recommendation “Recommend that DelDOT offer Complete Streets training for DelDOT and municipal design staff and consultants annually.” Ms. Osiecki said she would like it to include construction and maintenance staff also. Mr. Sisson asked how this would occur and described the Winter Workshop that is currently offered to employees. Ms. Osiecki expressed that this workshop is a large group setting not conducive to discussions. She suggesting modeling it on the 2005 ADA training where it was held at different locations for different sections, such as Bear office for public works, and another one for utilities. Mr. Moser suggested the Institute for Public Administration at University of Delaware. Mr. Aglio suggested that there needs to be one source used for information on good pedestrian design. Ms. Osiecki referenced the FHWA course and the typical sections in the draft Complete Streets Implementation Plan. There was discussion on whether the training should be offered or required and who would need to attend. It was agreed to offer it annually, but management would decide who is required to attend. The recommendation was changed to “Recommend that DelDOT offer, on an annual basis, Complete Streets training for DelDOT/municipal design, construction, maintenance staff and consultants. DelDOT will define staff required to take this training.”

Mr. Sisson read the next recommendation “Recommend that the DelDOT Pedestrian Coordinator be consulted with and documentation maintained in the project file regarding scoping of projects.” Ms. Osiecki said that she understands what this means because in the past we’ve had projects that leave a 50 foot long gap in the pedestrian network, especially for DelDOT projects. It also happens with subdivision projects and commercial entrances. Mr. Weiser asked if the Pedestrian Coordinator is included in scoping meeting requests from Project Development or is that the issue here. Mr. Sisson said he agrees this is an issue and read the draft recommendation “There should be one place within DelDOT that coordinates various programs to ensure gaps in pedestrian network are filled and resources are maximized. This includes expanding project limits to ensure key pedestrian origins and destinations are connected to the network.” This would be handled at project scoping. Ms. Osiecki asked if the Pedestrian Coordinator is invited to scoping meetings. Mr. Aglio was not sure. Ms. Osiecki said for a lot of projects, there aren’t even scoping meetings held, and that decisions made regarding scoping are made ahead of time before pedestrian staff have an opportunity to review. Mr. Tom Nickel asked if the intent is to strengthen the Department’s commitment to provide connectivity and to give the Pedestrian Coordinator some authority in decision-making. The subcommittee agreed to modify Mr. Sisson’s recommendation since it is much more specific. Ms. Osiecki asked for the term “logical termini” to be included at the end. Mr. John McNeal said that there is ongoing debate on what the term means and would this have one person deciding what it means. Currently there is so much arguing over it that nothing gets done. Mr. Weiser said that someone needs to make the determination and once it is made, it is

done and project limits are extended to include it. Mr. Nickel said that better data is needed with regard to mapping of projects and keeping the sidewalk inventory up to date. Mr. Sisson said that as projects are completed, the inventory needs to be updated. Ms. Osiecki said P6 was supposed to allow for this but is not used for it. Mr. Sisson said one place doesn't necessarily mean one person, but one section. Ms. Osiecki referenced New Jersey's GIS system which shows the limits of each project and allows someone to look back in time and also to see what is proposed. Mr. Nickel mentioned MEAP and its geographic information and how it is linked to Primavera, but that certain DelDOT sections do not use it. He suggested that a separate recommendation could be that all sections of DelDOT use a geographic based application to locate projects. Ms. Osiecki said information also needs to be updated. Primavera includes the initial information when a project is initiated, but information needs to be updated also to reflect what is actually constructed. Mr. Aglio said having one section responsible is a good idea. With everyone managing projects, staff thinks about their project and when it is done they move on to the next one. Mr. McNeal said that one section is good but it needs to be more than one person. The recommendation was revised to read "There should be one section, with appropriate resources (eg staffing, funding, etc.), within DelDOT that coordinates various programs to ensure gaps in pedestrian network are filled and resources are maximized. This section shall be responsible for ensuring project limits include key pedestrian origins and destinations and are connected to the network at logical termini."

Mr. Sisson read the next recommendation "Recommend that Travel trainer and DVI orientation and mobility specialists who also perform travel training notify DART of observed pedestrian deficiencies." Mr. Sisson asked for clarification on what this means. Ms. Osiecki explained that this is talking about the needs of those with visual impairments and how to make improvements to transition them from Paratransit to fixed-route service. Mr. Sisson said that DTC is not doing a lot of travel training right now. Ms. Osiecki said that Division for the Visually Impaired is very active in this area. Mr. Sisson asked about how it is determined when to install an audible pedestrian signal. Mr. Weiser said right now it is based on requests. Mr. Sisson said we are trying to create a means by which people may submit requests. Mr. Weiser said there is already a form for audible pedestrian signal requests. Mr. Nickel said this recommendation is to expand it to identify other pedestrian deficiencies. Mr. Weiser referenced the road condition report online. Ms. Osiecki said this is specifically about the travel training and orientation professionals having a specific means of reporting. Mr. Sisson mentioned travel training related to school students and others who cannot drive. Ms. Debra Young said that other professionals beyond DVI need to be included, as DVI only services clients with specific types of visual impairments and there are also people with cognitive impairments and physical issues that need assistance. She referenced SEPTA's 2015 development of a customized community transportation department whereby occupational therapists are responsible for supporting the authority's objectives of accessibility by conducting functional assessments as part of the ADA paratransit eligibility determination process and conducting travel training and orientation for new and registered ADA and senior customers. Mr. Sisson said DTC is developing its strategic plan now and is going to create a travel training center in Wilmington, with the goal to have one in each county. Ms. Young asked if occupational therapists would be involved. Mr. Sisson said he was not sure. The recommendation was modified to read "Create a means for any professionals conducting travel training and orientation to report deficiencies in the pedestrian environment."

Mr. Sisson read the recommendation "Recommend that DelDOT designate and fund a line item in the CTP for sidewalk and shared-use path maintenance." Ms. Osiecki referenced the discussion with Brian Urbanek at the last meeting regarding the need for this. Mr. Sisson said that one thing the Department does well is measuring road conditions, but it doesn't measure sidewalk or shared-use path condition. Mr. Nickel said the recommendation needs to have DelDOT program this. Mr.

Moser suggested this should be a responsibility of the new section they just recommended. Mr. McNeal referenced the Department's existing Sidewalk maintenance policy and said it needs to be more robust to address actual maintenance. The issue is funding and resources. The Department has a model with how it handles roadway maintenance and we need to do the same thing for sidewalks and shared-use paths. Mr. Aglio said that a lot of the sidewalk the Department builds the Department does not maintain. We enter into maintenance agreements with other entities. Mr. Payne asked about weeds and grass overgrowing on the shoulder, negatively impacting on-road bicycle facilities. Lack of shared-use path maintenance was also discussed. Mr. Nickel asked about the need for other resources, such as staff, in addition to dedicated funding. The recommendation was modified to read "Update department's sidewalk maintenance policy to include a schedule of inspection. Dedicated funding and resources shall be made available for maintenance and repair of on and off-road DeIDOT bicycle and pedestrian facilities."

Mr. Sisson read another recommendation "Recommend that DeIDOT prioritize, fund, and expand the Pedestrian Safety Audit Program to complete audits of a certain number of corridors per year and to program and complete improvements within so many years of the audit." Mr. Weiser said the number that can be done in a year depends on the funding. He said the timeframe within which improvements are completed varies depending on what types of improvements are needed. Mr. Weiser said one or two audits per year has been typical. The subcommittee decided on a minimum of three, to expand and increase funding of the program, which the group agreed is one of the most effective programs at improving pedestrian safety. In discussing the timeframe requirement, Mr. Weiser shared that there are environmental and right-of-way constraints that take years to be addressed. The recommendation was modified to read "Recommend that DeIDOT prioritize, fund, and expand the Pedestrian Safety Audit Program to complete a minimum of 3 corridor audits per year. Improvements shall be programmed to the CTP within one year following the completion of the audit."

The subcommittee agreed that the last recommendation, "Recommend that DeIDOT prioritize, fund, and develop a program for closing gaps in the pedestrian network" was already addressed by revising other recommendations to cover the topic.

Mr. Sisson asked Mr. Payne about his concern at the beginning of the meeting. He asked if anything was missing. Mr. McNeal said he would like to emphasize that DeIDOT has an obligation to alleviate all the non-compliant features. He said this subcommittee and Council are making recommendations that will ultimately go to the Governor and right now the Governor and legislature don't have any idea of our requirements to meet ADA compliance and its impact on not only pedestrian programs but every program that we have. A new recommendation was made to "Recommend that DeIDOT complete and implement the ADA Transition Plan in accordance with FHWA requirements."

Mr. Sisson confirmed that all subcommittee members present agreed with the recommendations as discussed and edited. He asked for a motion. Ms. Osiecki made a motion to approve these recommendations as they had just written them. Mr. Nickel seconded the motion and it was approved by all subcommittee members in attendance. The final recommendations are listed in Appendix A to these minutes.

## **VI. DISCUSSION OF POSSIBLE ITEMS FOR NEXT MEETING AGENDA**

Mr. Sisson asked about topics for the next meeting. Mr. Weiser said that if there is any kickback on these recommendations from the full council, that would need to be discussed at a follow up subcommittee meeting. Mr. Sisson requested a follow up subcommittee meeting for after the December full Pedestrian Council meeting.



**VII. PUBLIC COMMENT**

Mr. Sisson opened the floor to public comment. None was received.

**VIII. ADJOURN**

Mr. Weiser made a motion to adjourn the meeting. Ms. Cornwell seconded the motion. All subcommittee members present were in favor of the motion, no members were opposed, the motion passed. The meeting adjourned at 11:33 a.m.

Meeting Minutes reported by:  
Sarah Coakley, AICP  
via meeting audio recording

Draft version transmitted December 6, 2016



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JENNIFER COHAN  
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APPENDIX A

**Built Environment Subcommittee**  
**Advisory Council on Walkability and Pedestrian Awareness (Executive Order #54)**

- 1) Recommend that DelDOT develop guidance and design standards for pedestrian median and sidewalk barriers, and prioritize locations for their use.
- 2) DelDOT create a method of tracking and recording progress on implementing the complete streets policy and reporting on waivers granted
- 3) Recommend that DelDOT offer, on an annual basis, Complete Streets training for DelDOT/ municipal design, construction, maintenance staff and consultants. DelDOT will define staff required to take this training.
- 4) Create a means for any professionals conducting travel training and orientation to report deficiencies in the pedestrian environment.

- 5) Update department's sidewalk maintenance policy to include a schedule of inspection. Dedicated funding and resources shall be made available for maintenance and repair of on and off-road DelDOT bicycle and pedestrian facilities.
- 6) Recommend that DelDOT prioritize, fund, and expand the Pedestrian Safety Audit Program to complete a minimum of 3 corridor audits per year. Improvements shall be programmed to the CTP within one year following the completion of the audit
- 7) There should be one section, with appropriate resources (eg staffing, funding, etc.), within DelDOT that coordinates various programs to ensure gaps in pedestrian network are filled and resources are maximized. This section shall be responsible for ensuring project limits include key pedestrian origins and destinations and are connected to the network at logical termini.
- 8) Recommend that DelDOT complete and implement the ADA Transition Plan in accordance with FHWA requirements.