

APPENDIX F

SUMMARY OF TECHNICAL & STEERING COMMITTEE MEETING

AND OPEN HOUSE

PUBLIC OUTREACH SUMMARY

Updated 06-06-11

EVENTS: Technical & Steering Committee Meeting (3PM – 5PM)
Public Open House (5PM – 7PM)

DATE: Monday, May 16, 2011

LOCATION: Chase Center on the Riverfront
815 Justison Street, Wilmington DE 19801

AGENDA: Christina River Bridge Crossing (CRBC)
Transportation Enhancement (TE) Project Updates

- Bayard Square TE Project
- Carpenter Street Alley Improvements
- 6th Street Enhancements
- 9th Street Enhancements
- South Park Drive Lighting Improvements
- Miller Road TE Project
- Baynard Boulevard Streetscape Improvements
- WRC Pedestrian Safety Improvements, Phase I
- Rodney Square Beautification, Phase I
- Shipley Street Streetscape Improvements
- Greenhill Avenue Landscape Improvements
- Windsor Street Sidewalk Improvements
- Delaware Avenue Pedestrian Improvements
- Greenhill Avenue Streetscape Improvements

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Wilmington Initiatives

About Wilmington Initiatives

The Wilmington Initiatives are a group of projects designed to promote a balanced transportation system by incorporating improvements to all modes of travel. Their aim is to enhance livability in downtown Wilmington and adjacent neighborhoods by providing a better connection between development, transportation, and public spaces. They also strive to promote residential and commercial development in the city as a result of these proposed environmental and transportation enhancements.

Wilmington Initiatives projects are possible due to the continued efforts of a multi-agency partnership between the City of Wilmington, DeIDOT, DART, and WILMAPCO.



Wilmington Initiatives has various committees:

The Partner Status Committee is made up of individuals representing the core Wilmington Initiatives, including the City of Wilmington, DeIDOT, DART, and WILMAPCO. Meetings are held at least once a month in order to accomplish the necessary interagency coordination required for transportation projects.

The Management Committee addresses overall policy issues related to Wilmington Initiatives projects.

The Technical Committee includes individuals who have a role in the technical review of projects. Representatives include emergency management, police, fire, city agencies and departments, DeIDOT, DART, and WILMAPCO.

The Steering Committee is one of our methods for obtaining public input into the Wilmington Initiatives projects. Representatives are invited from many Wilmington community organizations.

NOTE: Joint monthly meetings are often held between Partner Status and Management Committees. Wilmington Initiatives also holds Joint Technical & Steering Committee meetings.

TECHNICAL & STEERING COMMITTEE OUTREACH Advertisement Methods

1. INVITATION LETTER

MATERIALS	Invitation: 2-page letter, folded in half (see Appendix 1 - 2) FILE NAME: 05-16-11_TechSteering_Letter_Sample_FILE.pdf Enclosure: Public Open House Postcard (see Appendix 73) FILE NAME: 05-16-11_WI_OpenHouse_Advertisement.pdf Envelop: 6" x 9" White Envelope Mailing Label: Avery 5164 with WI Logo
MAILED	Monday, May 2, 2011 @ 4:45PM
LOCATION	1500 Walnut Street, Philadelphia, PA Building Lobby
POSTAGE	44¢
MAILING LIST	157 Addresses (see Appendix 3 – 6) FILE NAME: 05-16-11_WI_Tech_Steering_MailingList.pdf
COMPLETED BY	Angie Dixon, HFA

TECHNICAL & STEERING COMMITTEE MEETING SUMMARY & PHOTOS

AGENDA Christina River Bridge Crossing
Transportation Enhancement Projects
(see Appendix 7)
FILE: 05-16-11_WI_TechSteeringAgenda_FILE.pdf

PARTICIPANTS 31 Individuals (see Appendix 8)
Sign-In Sheet scans (see Appendix 9 – 14)

PRESENTATIONS Christina River Bridge Crossing (see Appendix 15 – 43)
FILE: CRB_Mtg_May2011_5-13-11.pdf

TE Project Update (see Appendix 44 - 72)
FILE: TE_Presentation_05-16-11.pdf



PUBLIC OPEN HOUSE Advertisement Methods

1. POSTCARD ADVERTISEMENT #1

MATERIALS	Postcard: 8.5" x 5.5" - Bright Pink 65lb paper (see Appendix 73) FILE NAME: 05-16-11_WI_OpenHouse_Advertisement.pdf
MAILED	Monday, May 2, 2011 @ 4:45PM
LOCATION	1500 Walnut Street, Philadelphia, PA Building Lobby
POSTAGE	44¢
MAILING LIST	Public Meeting - 212 Addresses (see Appendix 74 – 78) FILE NAME: 05-16-11_WI_PublicOpenHouse_Public.pdf Elected Officials – 69 Addresses (see Appendix 79 – 81) FILE NAME: 05-16-11_WI_PublicOpenHouse_Elected.pdf Consultants – 11 Addresses (see Appendix 82) FILE NAME: 05-16-11_WI_PublicOpenHouse_Consultants.pdf
COMPLETED BY	Angie Dixon, HFA

2. POSTCARD ADVERTISEMENT #2 – BUSINESS ADDRESSES

MATERIALS	Postcard: 8.5" x 5.5" - Bright Pink 65lb paper (see Appendix 73) FILE NAME: 05-16-11_WI_OpenHouse_Advertisement.pdf
MAILED	Monday, May 6, 2011 @ 2:45PM
LOCATION	Blue Box @ SE Corner of 15 th & Walnut Streets, Philadelphia, PA
POSTAGE	44¢
MAILING LIST	Business List - 43 Addresses (see Appendix 83 - 84) FILE NAME: MAILING_PropertyOwners_rev020411.pdf List provided by RK&K on Thursday, 5/5/11
COMPLETED BY	Angie Dixon, HFA

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3. 05-06-11 WILMINGTON INITIATIVES E-NEWSLETTER

MATERIALS via ConstantContact.com
WI_5-16-11_PublicOpenHouse E-Newsletter (see Appendix 85)
FILE NAME: 05-06-11_WI_Enews.pdf

E-MAILED Friday, May 6, 2011 @ 10:00 AM

EMAIL LIST "Wilmington Initiatives – Public Meeting List"
425 Email Addresses (see Appendix 86 – 97)
FILE NAME: 05-06-11_ENewsEmailList_425.pdf

STATS 84 opens – (see Appendix 98 – 100)
FILE NAME: 05-06-11_ENews_Opens_84.pdf

Stats Summary Sheet (see Appendix 101)
FILE NAME: 05-06-11_ENewsStats.pdf

COMPLETED BY Angie Dixon, HFA

4. 05-16-11 WILMINGTON INITIATIVES E-NEWSLETTER - REMINDER

MATERIALS via Constant Contact.com
WI_5-16-11_PublicOpenHouse - REMINDER E-Newsletter
(See Appendix 102)
FILE NAME: 05-16-11_WI_Enews.pdf

E-MAILED Monday, May 16, 2011 @ 10:15 AM

EMAIL LIST Wilmington Initiatives – Public Meeting List
398 Email Addresses (see Appendix 103 – 114)
FILE NAME: 05-16-11_ENewsEmailList_398.pdf

STATS 72 opens – (see Appendix 115 – 117)
FILE NAME: 05-16-11_ENews_Opens_72.pdf

Stats Summary Sheet (see Appendix 118)
FILE NAME: 05-16-11_ENewsStats.pdf

COMPLETED BY Angie Dixon, HFA

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5. WILMAPCO E-NEWSLETTER

MATERIALS via Constant Contact.com
"News from WILMAPCO"
(see Appendix 119 – 123)
FILE NAME: 05-02-11_WILMAPCO_ENews.pdf

E-MAILED Monday, May 2, 2011 @ 9:00 AM

EMAIL LIST 1150 Recipients

COMPLETED BY Randi Novakoff, WILMAPCO

6. WILMAPCO PRESS RELEASE

MATERIALS 1-page Press Release (see Appendix 124)
FILE: WI-workshop-may162011.pdf

DISTRIBUTED Friday, May 6, 2011 @ 4PM

RECIPIENTS 43 local/regional media outlets (see Appendix 125)
FILE: WILMAPCO_PressRelease_Distribution.pdf

COMPLETED BY Dave Gula, WILMAPCO

7. WILMAPCO WEBSITE

MESSAGE Announcement of Public Open House

LOCATION <http://www.wilmapco.org/>
(see Appendix 126)

<http://www.wilmapco.org/wilmington-initiatives/>
(see Appendix 127)

POSTED Monday, May 2, 2011

COMPLETED BY Randi Novakoff, WILMAPCO

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7. SOUTHBRIDGE FLYER

MESSAGE	Announcement of 5/16 Public Open House Announcement of presentation during 5/17 Southbridge Civic
FLYER	8.5 x 11" Flyer, on bright yellow paper (see Appendix 128) FILE: Southbridge_Notice_ChristinaRiverBridge_FILE
QUANTITY	400
DELIVERED	Dropped off at Neighborhood House on Monday, 5/19 at 1PM
HAND DELIVERY	To be handled by Marvin Thomas, President of Southbridge Civic Association
COMPLETED BY	Angie Dixon, HFA Marvin Thomas, Southbridge Civic Association

8. BROWNTOWN FLYER

MESSAGE	Announcement of 5/16 Public Open House
FLYER	8.5 x 11" Flyer (see Appendix 129) FILE: Browntown_Notice_ChristinaRiverBridge_FILE
QUANTITY	350
HAND DELIVERY	Browntown Neighborhood, Thursday, May 12, 2011
COMPLETED BY	Bud Freel, DeIDOT

9. BROWNTOWN CIVIC ASSOCIATION MEETING

PURPOSE	Announce 5/16 Public Open House Distribute Browntown Flyers
DATE	Wednesday, May 11, 2011
COMPLETED BY	Bud Freel, DeIDOT

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10. SOUTHBRIDGE CIVIC ASSOCIATION MEETING

PURPOSE	Present CRBC Presentation at Civic Association Meeting
DATE	Tuesday, May 17, 2011 @ 6PM
PARTICIPANTS	15 – 18 Residents
PRESENTATION	Christina River Bridge Crossing (see Appendix 15 – 43) FILE: CRB_Mtg_May2011_5-13-11.pdf
COMPLETED BY	Ray Petrucci, DeIDOT Nancy Bergeron, RK&K

11. NEWS JOURNAL ARTICLE

TITLE	“Christina Bridge Plans to be Unveiled” by Jeff Montgomery FILE: 05-09-11_CRBC_NewsJournal.pdf (see Appendix 130)
MEDIA	News Journal
PUBLISHED	Monday, May 9, 2011

12. WMDT 47 NEWS

TITLE	“Group to unveil plans for Christina River Bridge” by Associated Press (see Appendix 131) FILE: 05-09-11_WMDT47.pdf
MEDIA	WMDT 47 News website
PUBLISHED	Monday, May 9, 2011

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13. WDEL 1150AM NEWS TALK RADIO

TITLE "Group to unveil plans for Christina River Bridge"
by Associated Press (see Appendix 132)
FILE: 05-09-11_WDel.pdf

MEDIA WDEL 1150 AM website

PUBLISHED Monday, May 9, 2011

14. WITN CHANNEL 22, WILMINGTON TELEVISION

PURPOSE Provided information to Station about the 5/16 Open House

DATE forwarded information sometime the week of 5/9/11

COMPLETED BY Bud Freel, DeIDOT

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PUBLIC OPEN HOUSE SUMMARY & PHOTOS

PARTICIPANTS 81 Individuals - Sign-In Sheet scans (see Appendix 133 – 143)

COMMENT FORMS 4 – Wilmington TE Projects (Appendix 144 – 151)
FILE: 05-16-11_ScanComments_TEProjects.PDF

10 – Christina River Bridge Crossing (see Appendix 152 – 163)
FILE: Open House Comments_CRB_05-16-11.pdf

PRESENTATION Presented at 5:30PM - 6:15PM
Christina River Bridge Crossing (see Appendix 15 – 43)
FILE: CRB_Mtg_May2011_5-13-11.pdf

