



**CITY OF NEWARK  
DELAWARE**

Newark Transportation Improvement District Committee Meeting

Date/Time: Wednesday, September 9, 2020, 1:30 p.m.  
Location: Virtual Meeting

**Attendees**

<u>Committee Members</u>	
Newark Planning and Development	Mike Fortner, AICP
DeIDOT	Sarah Coakley, AICP
WILMAPCO	Heather Dunigan
University of Delaware	Nona Barnett
Newark Planning Commission	Alan Silverman
BikeNewark	Bob McBride
District 5 Representative	Jim Jones
<u>Other Attendees</u>	
Newark Public Works and Water Resources	Mike Falkowski, P.E.
University of Delaware	Evan Park
WILMAPCO	Tigest Zegeye
<u>Committee Support</u>	
AECOM	David Athey, PE
AECOM	Mayuresh Khare, PE, AICP, PP

**Meeting Minutes**

- The meeting started at 1:30 pm. Since the meeting was being held virtually, David Athey read the names of the attendees.
- David provided details for how the virtual meeting would be held. Attendees were asked to mute their phones to minimize background noise and to unmute them only when speaking. He also said the presentations would be paused at the end of each slide so attendees could comment or ask questions.
- Minutes from the August 12, 2020 meeting were approved without exception.
- Sarah Coakley presented a series of exhibits she had prepared based on DeIDOT's technical analyses. The first showed existing condition performance during the weekday a.m and p.m peak hours for non-optimized and optimized conditions (see exhibits). The second exhibit showed existing versus future condition performance during the weekday a.m and p.m peak hours both optimized. She focused on those intersections with a level of service (LOS) of E or F. Mayuresh Khare mentioned that intersection delays and not letter-based LOS standards were discussed last meeting as the metric. Sarah presented a third exhibit which showed intersection delays and replied that delays of 80 seconds for signalized intersections and 50 seconds for unsignalized would be used in the agreement.

- Mayuresh asked if an intersection was failing now, would it be improved to an acceptable level under existing conditions before TID funds are used for improvements based on future conditions analysis. Sarah replied that that would be the case, but a breakdown of costs would be needed to identify improvements required under the existing conditions vs that under the projected future conditions. The cost for improvements required under the existing conditions will not be included in the TID fee calculation. Alan Silverman suggested making sure the cost arrangement stood out. Mayuresh agreed and suggested it should also be specified in the agreement. Sarah concurred.
- Sarah presented graphics that showed intersection delays in a bar chart format. Alan recommended including them in the public meeting. For the p.m. peak graphic, Mayuresh noted that just three intersections would require improvements using the LOS E based delay metric and asked if that was reasonable. He also noted that with a LOS D based delay metric, six intersections would require improvements. Sarah said DeIDOT would recommend LOS E based delay considering the urban environment. DeIDOT will be performing two more rounds of modeling to include upcoming improvements on Elkton Road and at the intersection of Routes 4 and 896. Mayuresh inquired if intersections marked with 1 or 2 approaches are stop-controlled. Sarah said yes.
- Sarah then presented an updated version of the service standards that document the travel time and intersection delay standards being discussed. The document will be part of the TID Agreement. The intersection delay standards of 80 seconds for signalized and 50 seconds for unsignalized intersections will be used. Mayuresh asked how roundabouts would be incorporated, if there are any in future and Sarah replied that they would be treated like stop-controlled intersections and therefore have a 50 second delay standard. Sarah noted that the intersection delay standard would be applied before the travel time standard. Mayuresh suggested adding language stating that existing failing conditions would be fixed before TID funds were applied for improvements at any given intersection. After Committee discussions, Sarah added new language to the service standards. The document will be presented at the public meeting and revised by the Committee if needed afterwards.
- AECOM presented a draft agenda for the public meeting they had prepared. The meeting will take place in the evening on Wednesday October 14. There will be no Committee meeting that month. Mayuresh went over the agenda and stated it generally provided progress and next steps and will be interactive with multiple question / answer sessions. David Athey requested a volunteer from the Committee to help present. Jim Jones volunteered. Sarah indicated she would write a script and David said he would email the Committee and solicit additional volunteers. Alan suggested that the introduction needed to be strong and focused and stress the meeting is not intended to be a discussion about traffic in general. Mayuresh said that AECOM can record the meeting so it could be uploaded afterwards to the City's website. A general discussion ensued whether multiple sessions should be held. Sarah said DeIDOT had held five sessions for its Five Points project. Mike Fortner suggested that since the first meeting would be in the evening, a second meeting may be better during the day. Heather Dunigan thought a meeting focused on a single group such as property owners might be appropriate. It was discussed that a need for additional sessions will be discussed based on the attendance level during the October 14 session. Alan said he believed the TID concept is a variation to impact fees which City Council is considering and therefore Council members should be invited.
- The Committee will review the overall TID agreement following the public meeting. Once it is agreed upon, the City Planning Commission will review and offer its recommendations to City Council for their deliberation. DeIDOT will also need to approve the next version.
- Next steps will be to identify the needed improvements and develop a fee schedule. These additions will necessitate another round of approvals.
- There were no public comments.
- The meeting adjourned at 3:00 pm.