



**CITY OF NEWARK  
DELAWARE**

**Newark Transportation Improvement District Committee Meeting**

**Date/Time:** Wednesday, February 15, 2023, 1:30 p.m.

**Location:** Hybrid Meeting – City Hall Council Chambers and Virtual via Teams

**Attendees**

<b><u>Committee Members</u></b>	
Newark Planning and Development	Renee Bensley
Newark Planning and Development	Mike Fortner, AICP
DeIDOT	Sarah Coakley, AICP
WILMAPCO	Heather Dunigan
District 5 Representative	Jim Jones
<b><u>Other Attendees</u></b>	
Newark Public Works and Water Resources	Tim Filasky
City of Newark	Kaitlin Dinsmore
Newark Planning and Development	Jessica RamosVelazquez
Bike Newark	Bob McBride
<b><u>Committee Support</u></b>	
AECOM	Mayuresh Khare, PE, AICP, PP
AECOM	Keyleigh Kern, AICP/ASLA

**Meeting Minutes**

- The meeting started at 1:31 p.m. Attendees present at City Hall introduced themselves. Mayuresh Khare (AECOM) read the names of the virtual attendees and instructed online attendees to place questions in the chat if they are unable use the speaking functions.
- Mayuresh Khare noted that this meeting will likely be the last committee meeting for the project.
- Minutes from the September 14, 2022, meeting were approved without objection.
- Mike Fortner (City of Newark) provided a brief summary of Community Day held on September 18, 2022. A booth for the Newark TID was staffed for the entire day providing exhibits and maps. Comments were generally positive. Renee Bensley (City of Newark) noted that Community Day tends to attract a diverse cross section of people not always in attendance at other public meetings. The Committee thanked everyone who volunteered and attended.
- Sarah Coakley (DeIDOT) provided an overview of discussions held at the January 3<sup>rd</sup> Planning Commission and January 9<sup>th</sup> Council Meetings.
- Sarah Coakley began with comments on the TID CTP. There was a suggestion to add a new sidewalk along Welsh Tract Road connecting to the existing apartment building. The suggestion was evaluated by DeIDOT in order to develop a concept and cost estimate. There is not sufficient room for a shared-use path, but a 5-foot with 11-foot travel lanes and 2-foot shoulders can be accommodated. The estimated cost is approximately \$2.7 million. Sarah Coakley noted the high cost is due to potential environmental impacts. A separate pedestrian

bridge will have to be built and the roadway raised up to the bridge approach in order to avoid impacts to the Welsh Tract Church and cemetery.

- Sarah Coakley reported on a general comment asking if the Committee expected bike improvements to be used outside the city core. She noted that the bike infrastructure improvements are part of the plan to manage vehicular traffic by encouraging people to use other modes.
- Sarah Coakley then summarized comments regarding Wyoming Road. There was a question asking about lighting issues at Wyoming Road and Sarah Coakley responded that lighting is considered in all projects, particularly intersection improvements.
- Tim Filasky (Newark Public Works and Water Resources) asked a question regarding the proposed roundabout at South Chapel and Wyoming Avenue – the City has its own proposal for the area. The roundabout is not currently needed but may be needed in the future at full development buildout. Mike Fortner asked what would happen if a project were pursued that does not have the exact same scope as what was originally considered for the TID. Sarah Coakley responded that the TID Capital Transportation Program (CTP) Projects' table in the agreement only includes brief summaries, costs, and provisions to meet the desired service standard. It is still possible to fund projects that evolve in scope over time as long as there are identified in the Newark TID CTP.
- Mayuresh Khare noted that if there is a need for changes to the service standard at a particular location in the future, it can be done based on the context and outcomes of the monitoring program.
- Sarah Coakley also noted that the roundabout and bike improvements are separated into two projects, which also builds more flexibility in the future. The list will also be updated every five years at a minimum.
- Sarah Coakley then reviewed how the City's priorities are identified in the TID. TID projects also get extra points for DeIDOT project prioritization, in both the economic development category and the City priority. She narrated the sections related to this topic in the draft TID agreement.
- Tim Filasky asked a question if the TID will mean DeIDOT will conduct traffic counts more often on key streets. Sarah Coakley responded that counts will be done per the monitoring program requirements for the Newark TID. Mayuresh Khare also noted that traffic counts are helpful but don't always capture traffic related to upcoming developments in near future, and the City may have more knowledge on upcoming developments that may not be incorporated in counts yet.
- Mayuresh Khare requested feedback from the Committee on the proposed new sidewalk on Welsh Tract Road. Heather Dunigan (WILMAPCO) indicated she is in favor of the improvement. Heather Dunigan also requested consideration of advisory bike lanes instead of shoulders if the traffic counts are not too high. Mayuresh Khare asked if there are any objections to include the sidewalk project in the TID CTP. The committee had no objections. The project will be included in the TID-CTP.
- Sarah Coakley moved on to discuss the infrastructure fee program. Council and the planning commission are in favor of funding all improvements at 25% (Option 1). Adding Welsh Tract to the program would add \$200 to each single family detached units, which is considered a negligible impact to the cost.
- Sarah Coakley reported on the potential waive or reduce fees for existing stand-alone single-family units. Waiving the fee in its entirety lowers the City's TID contribution to 24.77% instead of 25%, which DeIDOT is comfortable with.
- Renee Bensley responded that she would not like to see those fees exempted completely and asked about the potential for a 50% discount instead since these lots will generate trips and are unlikely to have required a traffic impact study in the past. Sarah Coakley indicated that DeIDOT would be amenable to that, and she would update the fee calculation accordingly.
- Sarah Coakley then discussed the structure for fee escalation. DeIDOT wants to use a 5-year running average of the CPI for the fee escalation. Some existing TIDs use annual CPIs, but DeIDOT is seeking to change to the 5-year running CPI for all future TIDs.
- Sarah Coakley showed the committee slides developed to roll out the infrastructure fee

program. Triggers for monitoring program and how to implement program.

- It was asked if the area wide study fee is still an option. Sarah Coakley responded it is no longer an option within the TID.
- Sarah Coakley summarized the request to see a list of potential triggers for the monitoring program. Examples of triggers include changes in land uses that induce more than a 10 percent difference in trips, changes to ITE trip generation rates that induces 10 percent or more trips, and construction of a new improvement project near TID initiated by DeIDOT. For the projects initiated by DeIDOT in the vicinity outside the TID boundary, Committee feedback noted that it would be preferable to set a trigger by a fixed number of intersections with state-maintained roads beyond the TID facility boundary rather than by a fixed radius. Mayuresh Khare asked the Committee whether a two-intersection or three-intersection boundary would be preferable in that regard beyond the TID facility boundary.
- An additional trigger was suggested by Renee Bensley when the university moves where they choose to locate their facilities that could significantly shift around where people are coming and going from.
- Sarah Coakley noted that the preference from Council was for Option 1 for the infrastructure fee program, which included funding all projects at 25% with TID funds and asked if there are any changes people would like to see before walking through the agreement.
- Sarah Coakley noted that the number of units in the infrastructure fee calculation have changed after a review by the City of the actual number of units developed recently that were initially considered in the fee calculations.
- Mayuresh Khare asked for an overview of what to expect next. Sarah Coakley responded that they will be making edits and return to city staff and will present again to the Planning Commission and City Council in March. Once it is approved, the agreement will be executed, then the City will sign, and it will be effective as of the date it is signed by everyone. DeIDOT will be doing outreach to developers, they also have already been giving a heads up to people they regularly work with through their development coordination process.
- Mayuresh Khare inquired if there were any questions on the draft TID agreement. There were none.
- Sarah Coakley noted that the escalation will start on Jan 31, 2024.
- Mayuresh Khare asked if the potential triggers will go in the agreement. Sarah Coakley responded they will be added under the monitoring section with a reference to an exhibit.
- Committee members each thanked everyone for their participation and perseverance with this process.
- Mayuresh Khare opened the floor for public comment. There were no public comments.
- Mayuresh Khare thanked everyone and closed the meeting at 2:35.