

# **SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION**

## **Unified Planning Work Program**

**Fiscal Year 2010**

**July 1, 2009 – June 30, 2010  
REVISED JANUARY 8, 2013**

Salisbury/Wicomico Metropolitan Planning Organization  
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Federal Project Number: MD-81-0007

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**SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION  
UNIFIED PLANNING WORK PROGRAM FY 2010**

**I. INTRODUCTION**

As a result of the 2000 U.S. Census, the Salisbury area has been classified as an Urbanized area, and in accordance with the U.S. Department of Transportation requirements a Metropolitan Planning Organization was designated by Maryland Governor Robert L. Ehrlich on February 19, 2004. The Salisbury/Wicomico Metropolitan Planning Organization (S/W MPO) includes the City of Salisbury, the City of Fruitland, the Town of Delmar (Md. & De.), and the adjacent unincorporated areas of Wicomico County, Md., and Sussex County, De. The planning area boundary is a larger area that includes the anticipated growth area for the next 20 years for the member jurisdictions.

The population of the new urbanized area as defined by the U.S. Census Bureau was 59,426 with 57,986 persons residing in Maryland (97.6%) and 1,440 persons residing in Delaware (2.4%), as of the 2000 Census. A population of 50,000 or greater is required for designation of an urbanized area.

Since the 1960's the federal government has established urban transportation planning requirements in all metropolitan areas, as a prerequisite to the approval of federal funding (23 CFR Part 450 and 49 CFR Part 613). The regulations require a continuing, comprehensive and cooperative (3-C) planning process in all urbanized areas. The S/W MPO is the planning agency responsible for transportation planning within the identified planning area in accordance with federal regulations.

In 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) was passed. This act revised some of the established regulations and procedures and placed a new emphasis on Metropolitan Planning Organizations. As part of this Act the MPO planning process has been more specifically defined and new planning requirements have been prescribed.

In 1998, the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) was passed continuing the initiatives of the 1991 Act and adding several new provisions and programs.

In 2005 the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was passed, building on the foundation established by ISTEA and TEA-21 and representing the largest surface transportation investment in the Nation's history. Whereas previous legislation identified seven distinct areas which MPOs and the states should consider when developing plans, SAFETEA-LU added emphasis in two areas: security and the environment. Transportation security is now a separate planning factor, indicating its importance in comparison to previous legislation, and the factor relating to the environment has been expanded, in order to promote consistency of the long-range

transportation plan with planned growth and development. The SAFETEA-LU Mandated Planning Factors are as follows:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and nonmotorized users;
- (3) Increase the security of the transportation system for motorized and nonmotorized users;
- (4) Increase the accessibility and mobility of people and for freight;
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient system management and operation; and
- (8) Emphasize the preservation of the existing transportation system.

This Unified Planning Work Program (UPWP) is a cooperative planning effort by Federal, State and Local transportation agencies serving the Salisbury/Wicomico MPO Area, and serves as the annual work program for the MPO. The purpose of the UPWP is to describe and coordinate all transportation planning activities to be completed with federal, state and local resources during the next fiscal year, and is designed to make the transportation planning process consistent with the appropriate federal regulations, as listed above. Included in the UPWP is a budget detailing how each fund source will be utilized. The UPWP is reviewed, revised and adopted annually.

## **II. Organization and Management**

### **A. Metropolitan Planning Organization**

The S/W MPO was designated by Maryland Governor Robert L. Ehrlich on February 19, 2004, and is the primary agency responsible for transportation planning within the MPO's Planning Area.

The primary governing body of the S/W MPO is the Council, which consists of eleven (11) members, nine (9) of which are voting members and two are non-voting members. The voting members consist of representatives from the following governments and agencies:

Maryland Department of Transportation  
Wicomico County (3 positions)  
City of Salisbury (2 positions)  
City of Fruitland  
Town of Delmar, MD

Tri-County Council for the Lower Eastern Shore of MD

The non-voting membership of the S/W MPO consists of 2 members representing the Delaware Department of Transportation and the Town of Delmar, DE.

**B. Technical Advisory Committee (TAC)**

The S/W MPO Council has established a Technical Advisory Committee (TAC) comprised of technical representatives such as planners and engineers to provide technical expertise and develop recommendations to assist the Council by reviewing and recommending revisions to the planning process, data collection, forecasts, the Long-Range Transportation Plan, the Transportation Improvement Program and the UPWP. The current TAC voting membership includes representation from the various member jurisdictions, as well as from transportation organizations and relevant state agencies. The TAC includes representation from all modes of transportation in addition to various levels of government, and this provides the opportunity to achieve a unified transportation planning effort.

**C. MPO Staff**

The S/W MPO Staff consists of personnel from the Salisbury-Wicomico Department of Planning, Zoning and Community Development. At this time, Staff devotes a portion of its time to MPO activities and is not full-time. The Staff manages the operations of the MPO as directed by the Council and recommendations of the TAC, and coordinates all planning projects and activities identified by the Council. The Staff also acts as a local liaison to the State and Federal agencies involved in transportation planning within the MPO.

**D. Organizational Procedures and Bylaws**

The MPO operates under an adopted set of bylaws. Wicomico County provides support services to the MPO, including legal, financial and purchasing services, and staff performing these services operates under the rules and procedures of the County and the State of Maryland. The MPO's official records are maintained in the Salisbury-Wicomico Department of Planning, Zoning and Community Development's offices in Room 203 of the Government Office Building, North Division Street and U.S. Route 50, Salisbury, MD, 21803. The MPO records are available for public inspection during normal business hours, Monday through Friday, 8 a.m. to 5 p.m.

**SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION  
UNIFIED PLANNING WORK PROGRAM FY 2010  
REVISED January 8, 2013**

**A. Core Planning**

**1. *TRANSPORTATION IMPROVEMENT PROGRAM***

Objectives: To develop the Salisbury/Wicomico Metropolitan Planning Organization Transportation Improvement Program (TIP) for FY 2010 – FY 2013 as specified by the Federal urban transportation planning requirements.

Previous Work: FY2009 – FY2012 TIP; FY 2008 – FY 2011 TIP; and FY 2007 - FY 2009.

Methodology: Compile a comprehensive list of federally funded and regionally significant transportation improvements recommended for implementation during the 4-year program period. The document will represent the region’s transportation priorities and include realistic financially constrained cost estimates.

End Product: FY 2010 – FY 2013 Salisbury/Wicomico Metropolitan Planning Organization Transportation Improvement Program.

Staffing: Jointly by MDOT & MPO.

Funding: Funding for this task totals \$1,500, as listed below by source:

FHWA -	\$1,025
FTA -	175
MDOT -	150
<u>Local -</u>	<u>150</u>
TOTAL -	\$1,500

**2. *UNIFIED PLANNING WORK PROGRAM***

Objectives: To develop the Salisbury/Wicomico Metropolitan Planning Organization Unified Planning Work Program (UPWP) for FY 2011 as specified by the Federal urban transportation planning requirements.

Previous Work: FY 2007, 2008, 2009, and 2010 UPWP.

Methodology: This sub-task will be performed by the MPO with assistance from MDOT. Specific tasks to be included in the FY 2011 UPWP will be based in part on organizational activities undertaken during previous years and also on recommendations contained in the Long-Range Transportation Plan that was adopted during FY 2007.

End Products: Approved FY 2011 UPWP.

Staffing: Jointly by MPO and MDOT.

Funding: Funding for this task totals \$2,000, as listed below by source:

FHWA -	\$1,350
FTA -	250
MDOT -	200
<u>Local -</u>	<u>200</u>
TOTAL -	\$2,000

### **3. LONG RANGE TRANSPORTATION PLAN**

Objective: The MPO adopted its Long Range Transportation Plan (LRTP) in October of 2006 (FY 2007), and is required by federal regulations to update the Plan on a four-year cycle. To meet this schedule, the Plan will need to be reviewed, revised and adopted by October 1, 2010 (FY 2011). Most of the work will be completed during FY 2011.

Previous Work: Adopted LRTP in FY 2007.

Methodology: A consultant will be retained to lead the effort to update the Plan and to ensure that the Plan complies with federal regulations. The MPO Staff will also be heavily involved with the Plan's update including, but not limited to, managing the project team, coordinating the Plan adoption process, and coordinating data needs. The MPO's adopted Public Participation Plan will be followed to ensure that the public is included as well.

End Product: A federally-compliant Long Range Transportation Plan for the MPO, to be adopted by October 1, 2010.

Staffing: Jointly by MPO and MDOT, and consultants.

Funding: Funding for this task is \$2,721, which represents the MPO staff time spent participating in the Plan's update. A summary of funding is listed below by source:

FHWA -	\$1,850
FTA -	327
MDOT -	272
<u>Local -</u>	<u>272</u>
TOTAL -	\$2,721

The funding for the actual update (consultant's fee) is through the MDOT Task Force.

#### **4. FREIGHT STUDY**

Objectives: To participate in the preparation of a Freight Study for the Delmarva Peninsula that includes the MPO Area, with an emphasis on the intermodal connections between waterborne, rail and truck traffic, and an identification of opportunities and threats to each of these modes and their potential impacts on the economy of the MPO Area.

Previous Work: None.

Methodology: MDOT, DeIDOT and the MPO are participating in a joint study to determine, define and analyze freight movement and its economic impact on the Delmarva Peninsula. In addition, the MPO will work with the selected consultant to obtain more detailed data on freight movement and its impacts on the local economy for the MPO Planning Area. Major providers and users of freight brought to the MPO Area by water, rail and truck will be identified. The data collection will include a tabulation of the type and amount of products provided by each of these modes, as well as an analysis of the threats to each of these modes that may impact their feasibility of continuing to operate.

End Products: Reports for both the Delmarva Peninsula and the MPO Area that analyze freight movement and its economic impact on each area for future use to help inform and guide policy decisions by local bodies. For the MPO, the report will also

be incorporated into the update of the Long-Range Transportation Plan, due by Oct. 1, 2010.

Staffing: Jointly by the MPO, DeIDOT, MDOT and consultants.

Funding: Funding for this task totals \$21,000, as listed below by source:

FHWA -	\$9,417
FTA -	7,383
MDOT -	2,100
<u>Local -</u>	<u>2,100</u>
TOTAL -	\$21,000

##### **5. TRANSPORTATION DEVELOPMENT PLAN**

Objectives: To ensure that the Transportation Development Plan (TDP) prepared by the Tri-County Council (TCC) is in accordance with the MPO's Long-Range Transportation Plan (LRTP).

Previous Work: The TCC has prepared and adopted a TDP. The MPO has an adopted LRTP that contains a Multimodal Transportation element that includes a discussion of transportation services provided by the TCC and included in its TDP.

Methodology: The MPO will periodically review the TDP as it relates to the MPO Area to ensure consistency with the MPO's LRTP. This will include, where necessary, discussions by MPO staff with those from MTA and the TCC.

End Products: A Long-Range Transportation Plan for the MPO and a Transportation Development Plan that are consistent with each other.

Staffing: Jointly by MPO, MTA and TCC.

Funding: Funding for this task totals \$500, as listed below by source:

FHWA -	\$300
FTA -	100
MDOT -	50
<u>Local -</u>	<u>50</u>
TOTAL -	\$500

## B. MPO Administration

### Objectives:

Significant organizational and MPO development activities have been completed over the last several years, since the establishment of the MPO in 2004. These activities include the establishment of a Council and Technical Committee, and the development and adoption of governing documents, including a Memorandum of Understanding and Master Agreement and the Prospectus and Bylaws, and the adoption of the MPO Planning Area boundary. This task also includes typical administrative duties associated with daily operations of staffing the MPO and its activities. In addition to these daily operations, during FY 2010 the following on-going activities are anticipated:

- Staff training – Wicomico County Department of Planning, Zoning and Community Development staff will continue to receive training on the federally prescribed Metropolitan Transportation Planning Process. This item is timely given the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005. This training will include opportunities offered through membership and participation in activities of the Association of Metropolitan Planning Organizations.
- Air Quality Conformity Coordination – MPO Staff will coordinate air quality conformity activities with the Delaware Department of Transportation to monitor the conformity status of Sussex County, Delaware.
- Review and Revision of Governing and Planning Documents – MPO Staff will conduct an ongoing review with recommended revisions, when necessary, to documents previously adopted by the MPO Council, with an emphasis on the Prospectus and Bylaws.
- Data Collection – MPO Staff will coordinate the collection and storage of traffic studies prepared by developers during the submission and review of various development projects proposed within the MPO Planning Area. Also, where applicable, the MPO will maintain data pertaining to traffic counts on roadways within the MPO Planning Area that are compiled by the various member jurisdictions.

Methodology: These sub-tasks will be performed by the MPO and MDOT. The developmental work will be based in some degree on Maryland's other small MPO's and will be consistent with Federal Metropolitan Planning Guidelines.

End Products:

- Training of MPO Staff.
- Input of MPO Staff and coordination with DelDOT as to the MPO's air quality conformity status.
- Current adopted documents, to include the Prospectus and Bylaws.
- A tabulation of relevant traffic studies within the MPO and traffic count data.

Staffing: Jointly by MPO and MDOT.

Funding: Funding for this task totals \$28,000, as listed below by source:

FHWA -	\$19,150
FTA -	3,250
MDOT -	2,800
<u>Local -</u>	<u>2,800</u>
TOTAL -	\$28,000

### C. Public Participation Process

Objective: Activities will be undertaken to increase public participation in the MPO's transportation planning process.

Previous Work: Council meetings have been advertised in the local newspaper and the adopted LRTP was advertised and posted on the County's Website. A dedicated Website for the MPO was completed in FY 2008 that includes all documents prepared by the MPO. A Public Participation Plan was also adopted in FY 2008.

Methodology: Efforts will continue to maintain and update both the Public Participation Plan, when necessary, and the dedicated MPO Website through regular review and comparison with those developed for other MPOs.

End Product: A current and updated Public Participation Plan; a continuously-updated MPO Website with links to and from

all MPO member jurisdictions with all meetings advertised and MPO-generated documents available.

Staffing: MPO Staff.

Funding: Funding for this task totals \$2,000, as listed below by source:

FHWA -	\$1,200
FTA -	400
MDOT -	200
<u>Local -</u>	<u>200</u>
TOTAL -	\$2,000

## D. Special Studies

### 1. *CORRIDOR AND TRAFFIC MANAGEMENT STUDIES*

Objective: The MPO Technical Committee and Council have identified roadways that are experiencing capacity and safety issues, and have recommended that these roadways or “corridors” be targeted for more detailed study. To date, five corridors have been identified for detailed study. Two corridor studies have been completed, two other studies are underway, and the fifth corridor study was partially funded during FY 2009.

Previous Work: The fifth corridor study, the “U.S. Route 13 North Study,” was partially funded during FY 2009. Funding proposed for FY 2010 will provide funds to complete the study. Two studies have been completed so far (Pemberton Drive and East Side Corridor Studies) and two more studies are underway (Foskey Lane/Bi-State Boulevard and Riverside Drive).

Methodology: Input will be provided by the MPO Staff, but consultants with experience in preparing detailed transportation plans will be used to complete the U.S. Route 13 North study. This is the same process that was followed for the four earlier studies.

End Product: A report identifying local and regional transportation problems and constraints and proposing alternative opportunities and solutions for specific roadways within the identified study area for the U.S. Route 13 North Corridor.

Staffing: Jointly by MPO and MDOT, and consultants.

Funding: Funding for this task totals \$15,554, as listed below by source:

FHWA -	\$11,057
FTA -	1,387
MDOT -	1,555
<u>Local -</u>	<u>1,555</u>
TOTAL -	\$15,554

**2. SHORE TRANSIT ROUTING STUDY**

Objective: Shore Transit will be relocating to a new facility east of Salisbury in late-2010 or early-2011. As a result, Shore Transit is studying its current fixed routes and bus stops for efficiency and cost-effectiveness, and is analyzing if new routes and bus stops are needed. In addition, current bus stops must be surveyed to determine what ADA requirements need to be implemented, and proposed new bus stops must be designed to ensure all ADA requirements are met. This task would evaluate the current delivery system (routes and bus stops) provided by Shore Transit and will include recommendations for any changes that may be necessary given Shore Transit's relocation to the new facility.

Previous Work: None.

Methodology: A consultant will be retained to assist Shore Transit with the analysis of the current delivery system and a determination of what changes should be implemented.

End Product: A report that will contain recommendations on existing and proposed bus routes and bus stops for Shore Transit to implement once the new facility is opened.

Staffing: Jointly by Shore Transit, consultants and the MPO.

Funding: Funding for this task totals \$30,836, as listed below by source:

FHWA -	\$11,129
FTA -	13,539

MDOT -	3,084
<u>Local -</u>	<u>3,084</u>
TOTAL -	\$30,836

**3. SHORE TRANSIT TRAFFIC IMPACT STUDY**

Objective: Shore Transit will be relocating to a new facility east of Salisbury in late-2010 or early-2011. As a result, Shore Transit is seeking to evaluate the transportation-related impacts associated with the relocation of the Tri-County Council / Shore Transit site located at the northwest quadrant of the intersection at U.S. Route 50 and Walston Switch Road.

Previous Work: None.

Methodology: A consultant will be retained to assist Shore Transit with the Traffic Impact Study.

End Product: A study to identify the proposed impacts to U.S. Route 50 and Walston Switch Road associated with the relocation of the Tri-County Council of the Lower Eastern Shore / Shore Transit facility. This study will include analysis of the existing traffic counts, traffic generation rates for the new facility, intersection capacity, and queuing analysis of the intersection of U.S. Route 50 and Walston Switch Road.

Staffing: Jointly by Shore Transit, consultants and the MPO.

Funding: Funding for this task totals \$9,524, as listed below by source:

FHWA -	\$6,131
FTA -	1,489
MDOT -	952
<u>Local -</u>	<u>952</u>
TOTAL -	\$9,524

**SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION  
 FY 2010 UNIFIED PLANNING WORK PROGRAM  
 REVISED JANUARY 8, 2013**

Source of Funding by Task

	<b>FHWA</b>	<b>FTA</b>	<b>MDOT</b>	<b>LOCAL*</b>	<b>TOTAL</b>
<b>A. CORE PLANNING</b>					
1. TIP	\$ 1,025	\$ 175	\$ 150	\$ 150	\$1,500
2. UPWP	1,350	250	200	200	2,000
3. Long Range Plan	1,850	327	272	272	2,721
4. Freight Plan	9,417	7,383	2,100	2,100	21,000
5. Transportation Devel. Prog.	300	100	50	50	500
<b>Subtotal</b>	<b>\$13,942</b>	<b>\$8,235</b>	<b>\$2,772</b>	<b>\$2,772</b>	<b>\$27,721</b>
<b>B. MPO ADMINISTRATION</b>	<b>\$19,150</b>	<b>\$3,250</b>	<b>\$2,800</b>	<b>\$2,800</b>	<b>\$28,000</b>
<b>C. PUBLIC PARTICIPATION PROCESS</b>	<b>\$1,200</b>	<b>\$400</b>	<b>\$200</b>	<b>\$200</b>	<b>\$2,000</b>
<b>D. SPECIAL STUDIES</b>					
1. Corridor and Traffic Management Studies					
a.) U.S. Route 13 North**	\$11,057	\$1,387	\$1,555	\$1,555	\$15,554
2. Shore Transit Routing Study***	11,129	13,539	3,084	3,084	30,836
3. Shore Transit Traffic Impact Study	6,131	1,489	952	952	9,524
<b>Subtotal</b>	<b>\$28,315</b>	<b>\$16,415</b>	<b>\$5,591</b>	<b>\$5,591</b>	<b>\$55,914</b>
<b>TOTAL</b>	<b>62,607</b>	<b>28,300</b>	<b>11,364</b>	<b>11,364</b>	<b>113,635</b>

\*In Kind Services for Salisbury-Wicomico MPO;

\*\*Funding decreased by \$57.00 (from \$15,611 to \$15,554); and

\*\*\*Funding increased by \$57.00 (from \$30,779 to \$30,836).