

**MINUTES OF THE TOWN OF SELBYVILLE
MAYOR AND COUNCIL SPECIAL MEETING
NOVEMBER 4, 2024**

Mayor Duncan welcomed everyone and called the meeting to order at 5 o'clock p.m. Councilmembers Dr. Carol Cary, Monroe Hudson, Gary Steffen, and Chris Snader were in attendance. Additional attendees included Town Administrator Stacey Long, Building Inspector Tony Merollini, HR Specialist Loryn Rose, and Town Engineer Jason Loar of Davis, Bowen & Friedel, Inc.

The meeting was properly posted.

Mayor Duncan stated the first item on the agenda for this special meeting is a presentation on Transportation Improvement Districts by Delaware Department of Transportation. He introduced Sarah Coakley, AICP of Delaware Department of Transportation (DelDOT).

Ms. Coakley presented a PowerPoint presentation to the Mayor and Council on a proposed Transportation Improvement District (TID) for the Roxana area. She stated that this area would include the eastern area of Selbyville. A copy of the PowerPoint presentation is attached to the Minutes.

Ms. Coakley explained that a TID is a partnership between local governments and DelDOT and would replace the need for individual traffic impact studies for developments that are consistent with the Comprehensive Land Use Plan. Ms. Coakley stated that the fee schedule is developed jointly and is based on the type and number of residential units. Additionally, DelDOT builds an escalation clause into the TID Agreement, so the fees increase yearly based on the Consumer Price Index/inflation. She explained that the current DelDOT standards are that any development completing 50 or more peak-hour trips or 500 or more daily trips, which is a characteristic of approximately 50 single-family homes or 50,000 sq. ft., and is seeking entrance approval from a DelDOT state-maintained road must complete a Traffic Impact Study (TIS).

Once Ms. Coakley concluded her presentation, she invited the Mayor and Council to comment. Mayor Duncan asked if there have been any public hearings held with the current developers to discuss how this would impact them. Ms. Coakley stated that DelDOT has not, so they would like to hold more than one workshop in order to get more input on a potential TID in the area. Mayor Duncan inquired about the fee structures. Ms. Coakley explained that it is high for the Henlopen TID due to being a resort area near the beach. It is approximately \$5,000 for a single-family detached unit. She stated that SE Milford would be similar to the Roxana area and is approximately \$3,000 for a single-family detached unit. Mayor Duncan asked which local governments in Sussex County have partnered with DelDOT for a TID Agreement to which she responded currently is Milford and Sussex County. Town Administrator Long asked if there is an option for a fee in lieu of a TIS which the local government has to support. She believed that had been done for the Creekhaven development. Ms. Coakley confirmed and explained that it is for developments that come in with less than 2,000 new daily trips which is approximately 200 single-family homes. Town Administrator Long stated that a developer had provided some feedback to the Town and stated that a TIS is very expensive and time consuming which is why

**MINUTES OF THE TOWN OF SELBYVILLE
MAYOR AND COUNCIL SPECIAL MEETING
NOVEMBER 4, 2024**

they preferred to pay the fee in lieu of the TIS. Ms. Coakley added that each TID Agreement also has exceptions such as an accessory dwelling or a minor subdivision for an example. Councilman Hudson stated the benefits of the TID seem to be that it is quicker and cheaper than a TIS for the developers to which Ms. Coakley echoed is the goal. Mayor Duncan stated an area of possible concern is the Johnson Road and Route 54 intersection. Town Administrator Long inquired about a timeframe for the TID. Ms. Coakley stated they typically take a couple years to get up and running. DelDOT has already collected information regarding the existing conditions and Sussex County has already provided their parcel specific land use to assist with modeling, so the next big step would be to have the Town decided whether or not they would like to participate. Then they would proceed with verifying land use and areas of potential annexation. She stated that the modeling would take at least the next three months, so they would prefer a response by the end of January 2025. They plan to have the TID finalized towards the end of 2025. Ms. Coakley concluded by stating there will be a series of public workshops close to the area in 2025 regarding the TID and DelDOT will typically meet with the developers to review the proposal as well.

There being no further business to discuss Councilman Steffen made a motion to adjourn the meeting. Motion seconded by Councilman Snader and carried by all.

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,



Loryn Rose
HR Specialist

Transportation Improvement Districts in Delaware: Proposed Roxana Area TID

Special Workshop of the Mayor & Council of
the Town of Selbyville

November 4, 2024

Agenda

- TID Basics and Benefits
- TID Status and Results
- Roxana TID Proposal
- Questions and Answers

Excellence in Transportation.

Every Trip.

We strive to make every trip taken in Delaware safe, reliable and convenient for people and commerce.

Every Mode.

We provide safe choices for travelers in Delaware to access roads, rails, buses, airways, waterways, bike trails, and walking paths.

Every Dollar.

We seek the best value for every dollar spent for the benefit of all.

Everyone.

We engage our customers and employees with respect and courtesy as we deliver our services.

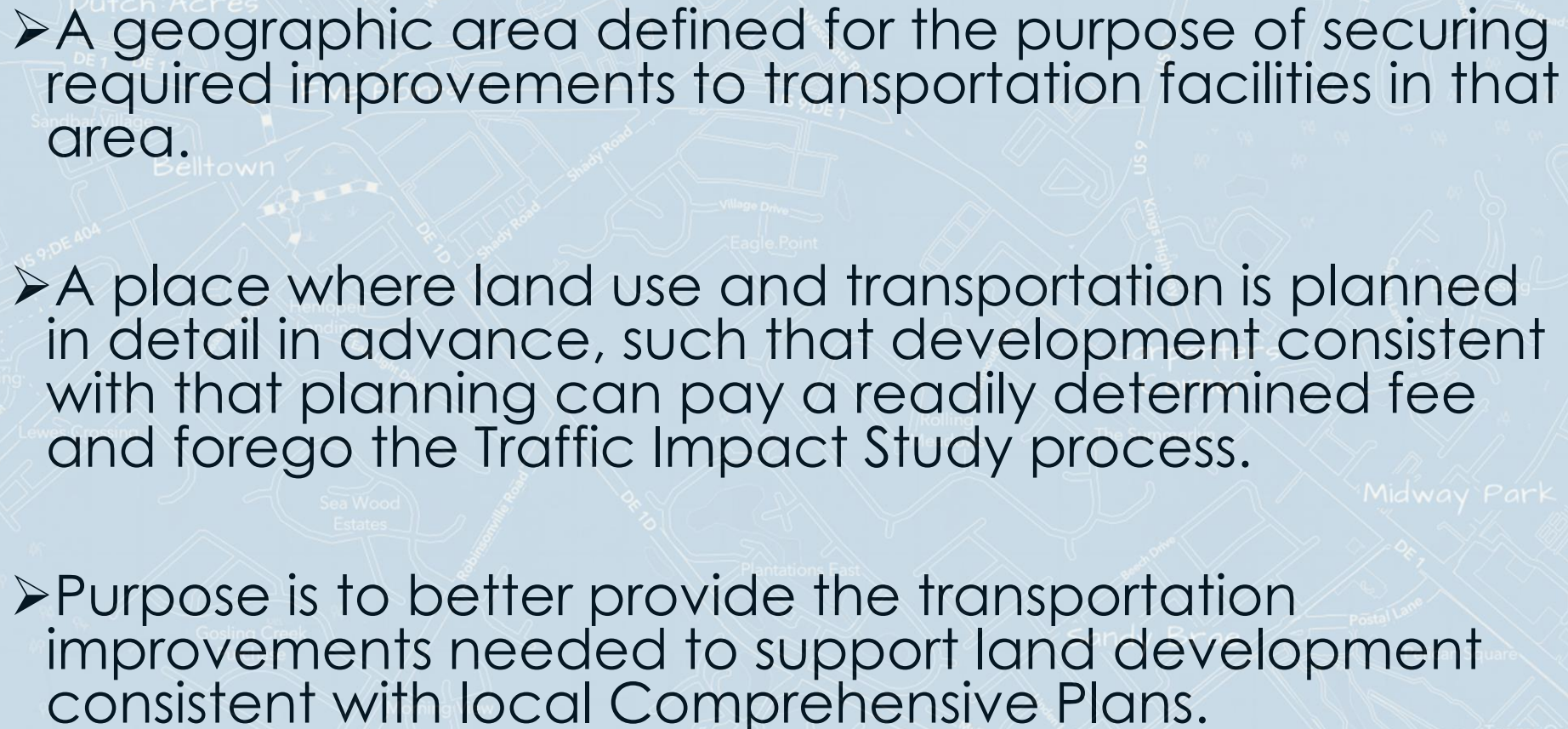


2024 Delaware Traffic Fatalities as of 10/14/2024

	2024	2023			2022		
		Year-to-Date		Totals	Year-to-Date		Totals
Fatalities	107	112	↓ -4%	137	116	↓ -8%	164
Delaware Residents	89	89	0%	110	84	↑ 6%	119
Person Types							
Vehicle Occupant	57	74	↓ -23%	89	70	↓ -19%	103
Pedestrian	23	19	↑ 21%	28	24	↓ -4%	32
Bicyclist	3	5	↓ -40%	5	4	↓ -25%	7
Motorcyclist	19	13	↑ 46%	14	17	↑ 12%	21
Other Person Type	5	1	↑ 400%	1	1	↑ 400%	1
Crash Types							
Curve Related	19	26	↓ -27%	28	14	↑ 36%	19
Roadway Departure	39	59	↓ -34%	69	40	↓ -3%	55
Intersection Related	42	29	↑ 45%	37	38	↑ 11%	50
Median Crossover	0	8	↓ -100%	8	4	↓ -100%	8
Wrong Way	4	1	↑ 300%	1	3	↑ 33%	7
Work Zone	5	9	↓ -44%	9	2	↑ 150%	4



What is a Transportation Improvement District (TID) ?

- 
- A geographic area defined for the purpose of securing required improvements to transportation facilities in that area.
 - A place where land use and transportation is planned in detail in advance, such that development consistent with that planning can pay a readily determined fee and forego the Traffic Impact Study process.
 - Purpose is to better provide the transportation improvements needed to support land development consistent with local Comprehensive Plans.



Characteristics of a Good TID

- Located in State Strategies Level 1, 2 or 3 areas
- Locations identified for planned growth in Comprehensive Plans
- Several parcels likely to be proposed for development or re-development
- Not too big, not too small
 - Henlopen TID 24 sq miles
 - Southern New Castle County TID 19 sq miles
 - SE Milford TID 9 sq miles
 - Dover US 13/Bay Road Corridor TID 8 sq miles
 - Westown and Eastown TIDs 4 sq miles
- Natural boundaries, not roads, where possible



Why Create a Transportation Improvement District (TID) ?

- Comprehensive Infrastructure Planning
- TID Projects Advance in DelDOT's Capital Transportation Program
- TID Fees Stay Local
- Equitable Treatment of Competing Developers
- Known Costs for Developers
- Expedited Development Reviews



How is a TID created and implemented?

1 TID Creation

TIDs are created by agreement between DelDOT and a local government (town, city or county).

2 Boundaries & Horizon Year

The parties to the agreement establish boundaries, horizon year and adequate transportation facilities standards.

3 Land Use Plan

The participating local government in a TID is responsible for developing a land use plan.

6 Collection and Monitoring

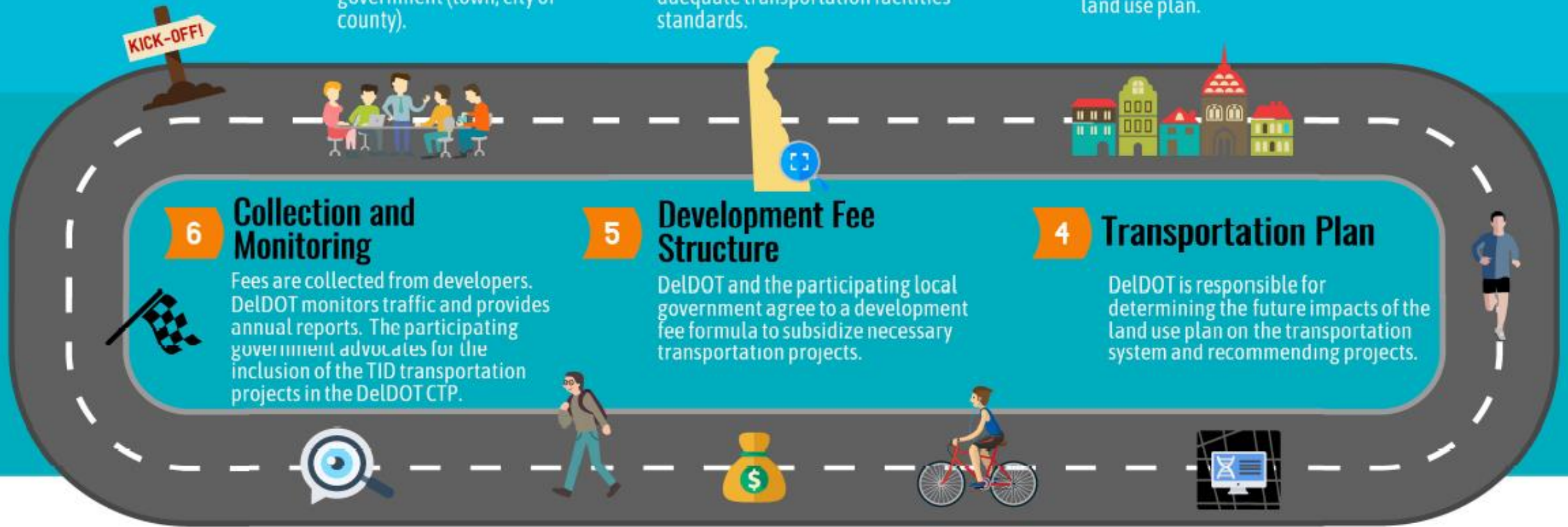
Fees are collected from developers. DelDOT monitors traffic and provides annual reports. The participating government advocates for the inclusion of the TID transportation projects in the DelDOT CTP.

5 Development Fee Structure

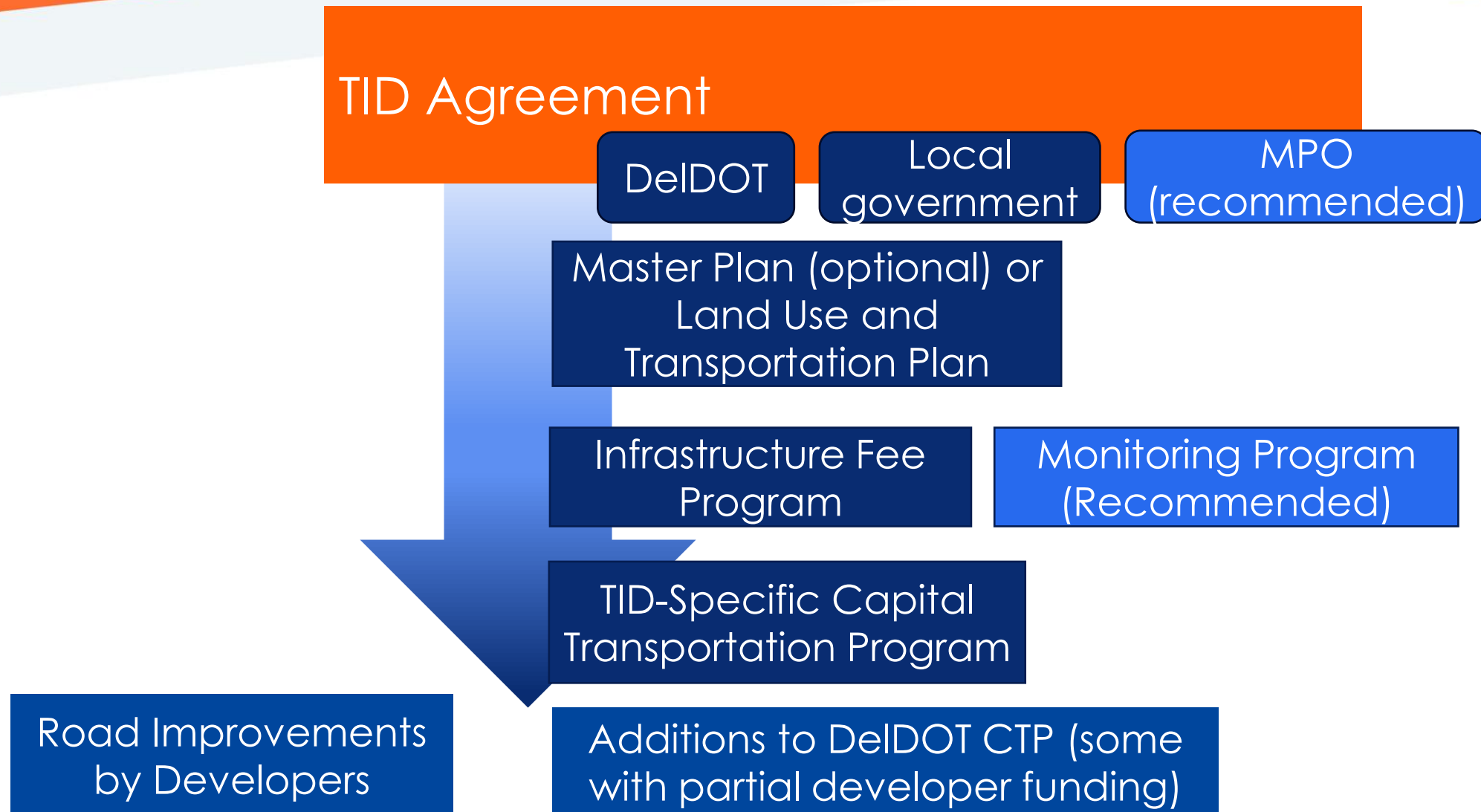
DelDOT and the participating local government agree to a development fee formula to subsidize necessary transportation projects.

4 Transportation Plan

DelDOT is responsible for determining the future impacts of the land use plan on the transportation system and recommending projects.

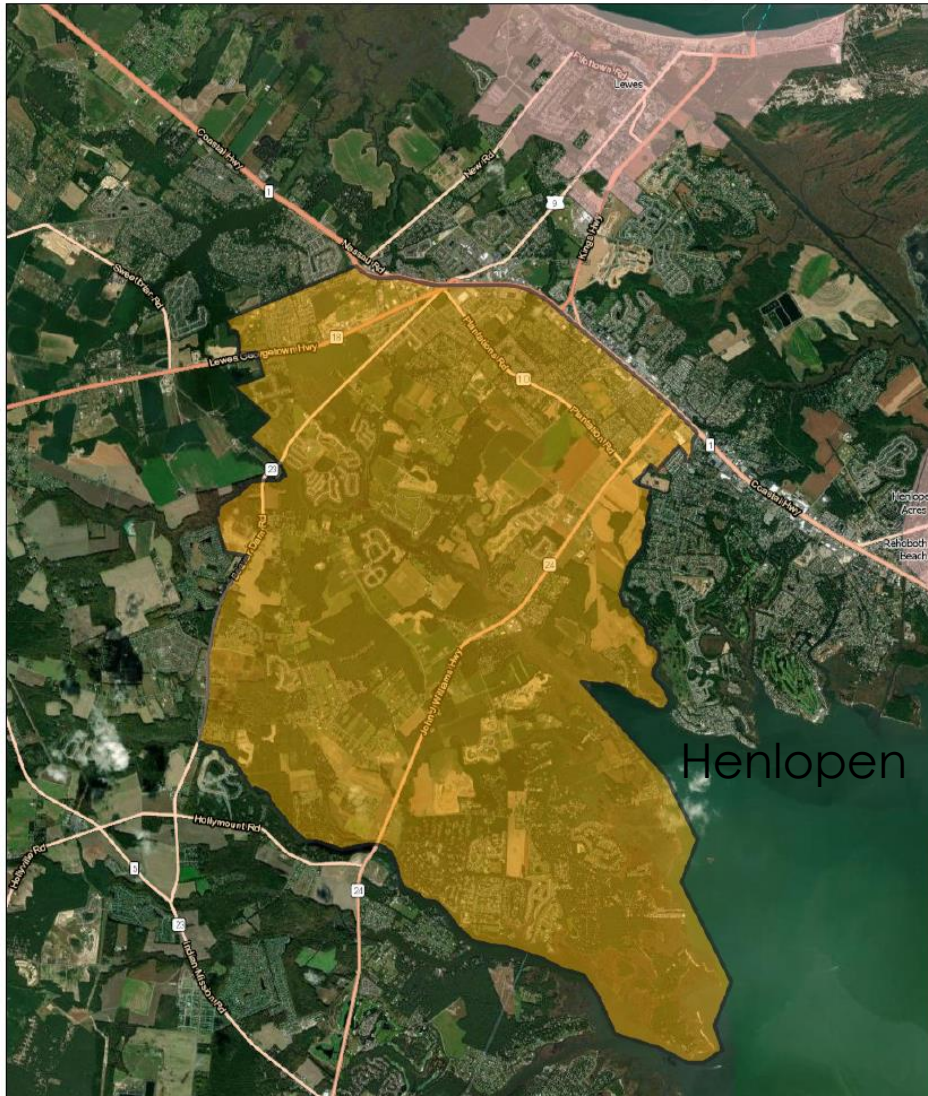


How does a TID work?



Henlopen TID Case Study

TIDs in operation in Sussex County



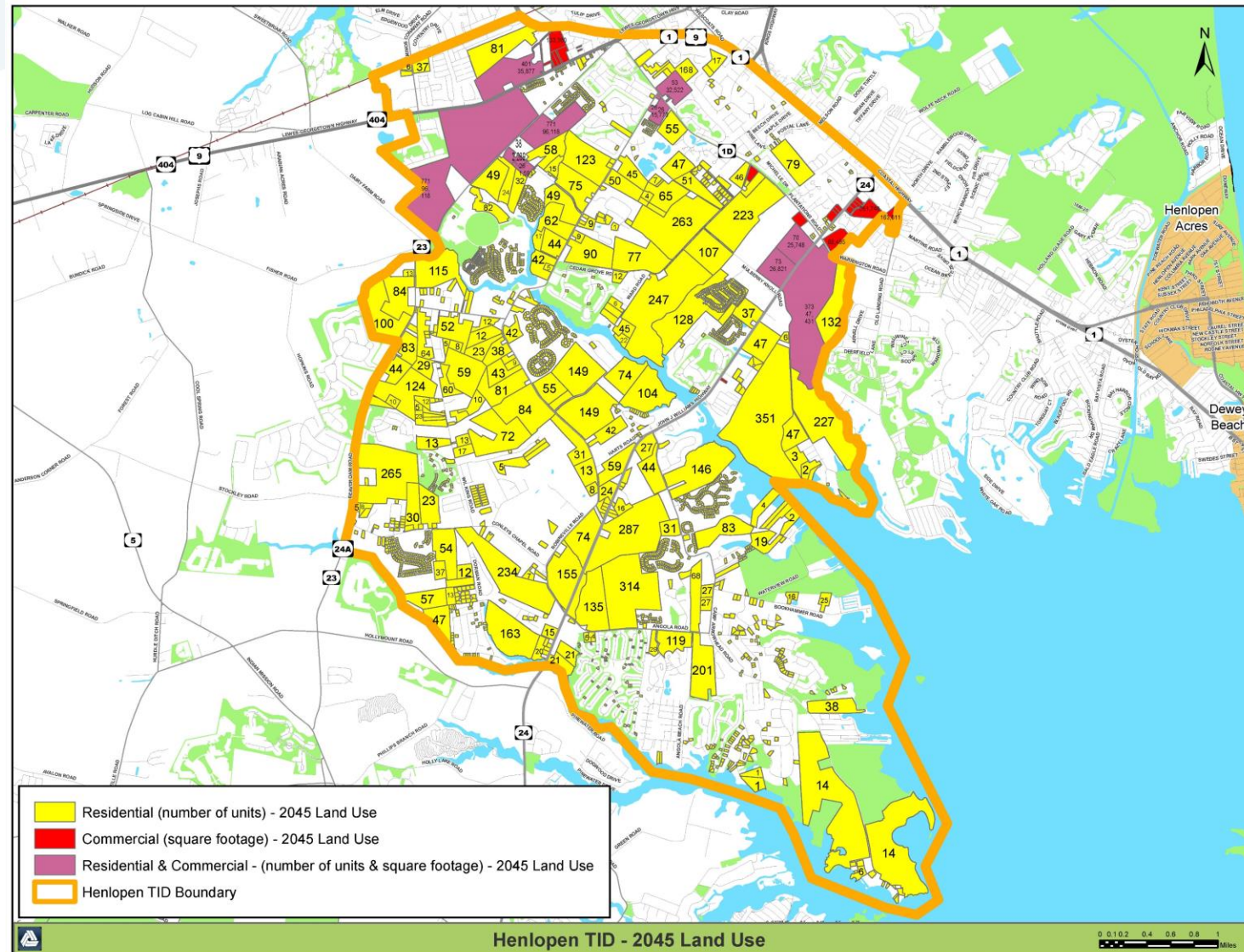
- Established in 2020, after more than 3 years of planning and coordination with Sussex County
- Approximately 24 square miles; largest in operation
- 50 intersections and approximately 47 road miles
- Approximately \$321 million in projects, with developers contributing about 24%
- About 1/3 of projects in current and proposed CTPs

Step #1 - Land Use

- Identify areas that could develop by year 2045 under existing zoning regulations

Year 2045

- 13,000 potential new housing units
- 1.5 million square feet of potential commercial development



Step #2 -Traffic Analysis

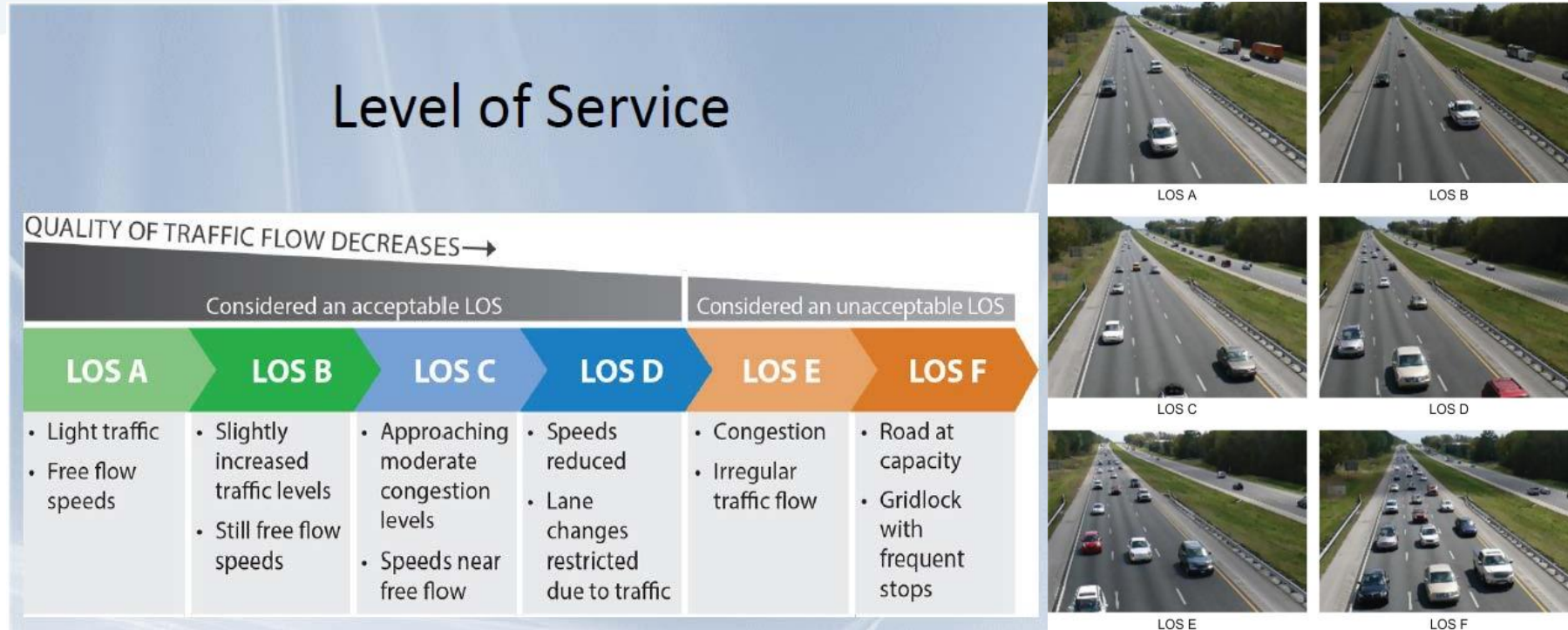
Traffic Model

- Scenario 1- Existing conditions, Fall 2017
- Scenario 2- Year 2045, DelDOT FY2019-2024 capital transportation program projects, developer commitments as of May 2018
- Scenario 3- Scenario 2, DelDOT proposed FY2021-2026 capital transportation program projects, TID improvements



Step #2 -Traffic Analysis

Henlopen TID Level of Service (LOS) Standard – D*



*Minimum overall average intersection Level of Service for weekday morning and evening peak hours

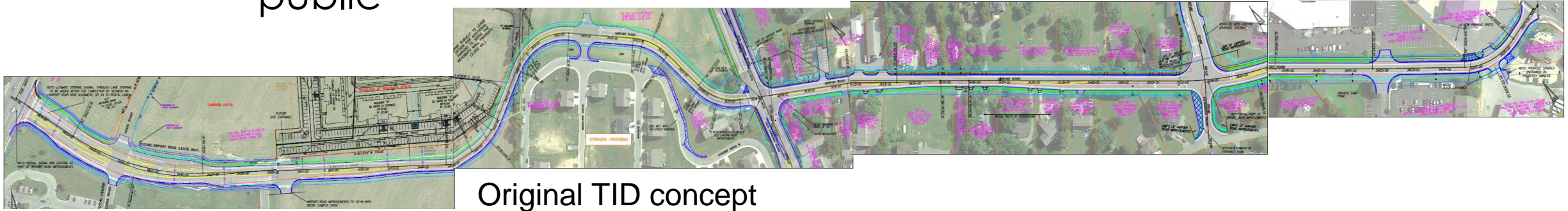
Step #3 – Service Standards

- They define what should be considered adequate transportation facilities.
 - Minimum lane and shoulder widths based on Functional Classification
 - On state-maintained roads, roundabouts are considered first as a means of intersection control in accordance with DeIDOT Design Guidance Memorandum Number 1-26. This consideration is part of a larger intersection control evaluation that considers safety, capacity, and right-of-way need and property impacts.
 - Compliance with our Complete Streets Policy is assumed, and shared-use paths or sidewalks are recommended along at least one side of each roadway proposed for other improvements.
 - As development occurs, DeIDOT will continue to work with DART to address opportunities for new transit facilities.



Step #4 – Concept Plans

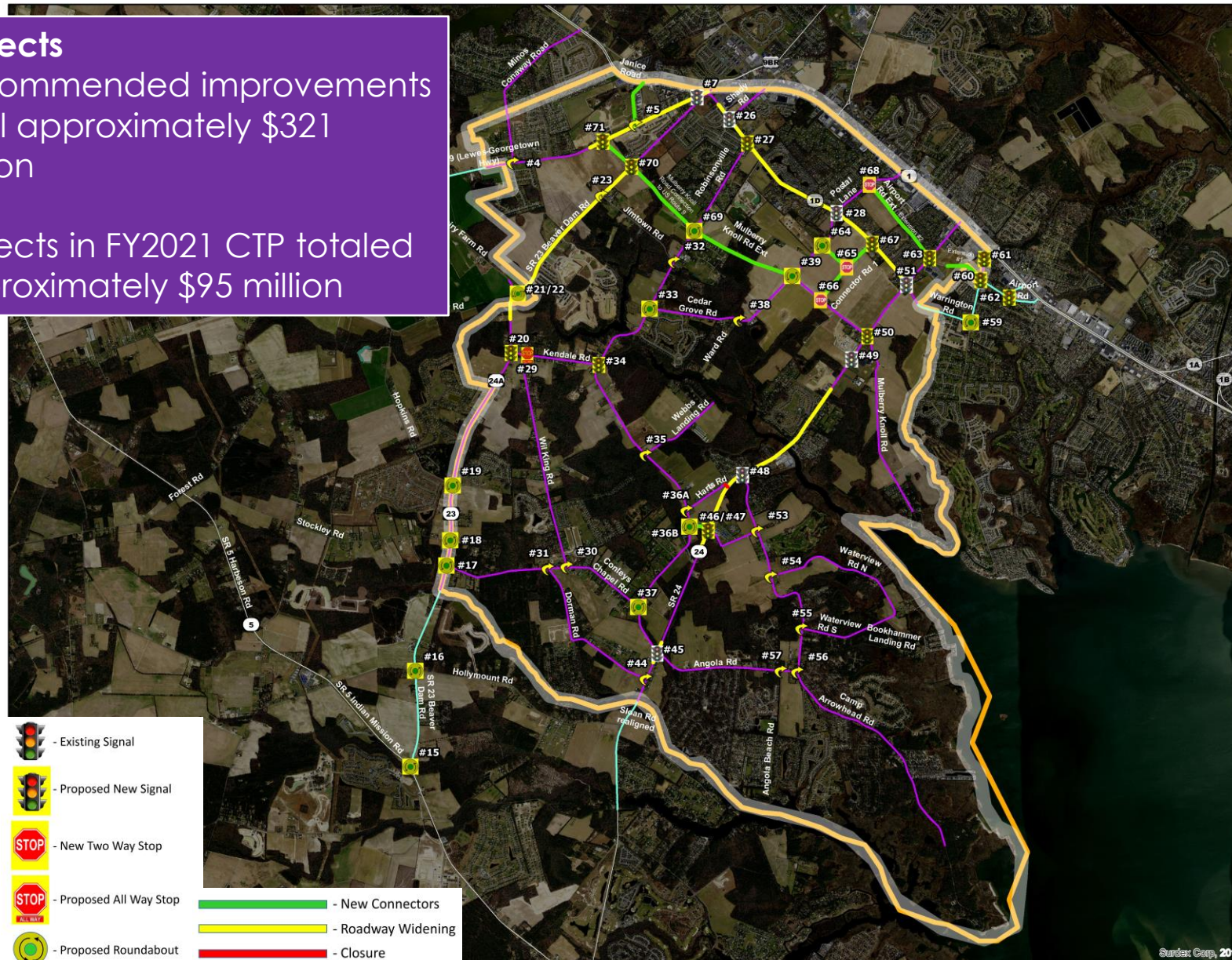
- Develop and test transportation concept plans with initial cost estimates for review by the local government and the general public



Proposed Improvement Type & Location

All Projects

- Recommended improvements total approximately \$321 million
- Projects in FY2021 CTP totaled approximately \$95 million



Where are the TIDs in Delaware?

All TIDs as of October 2024:

- 7 TIDs operational
- 7 TIDs under development
- Nearly \$800 million in transportation projects total* (public and developer contributions)

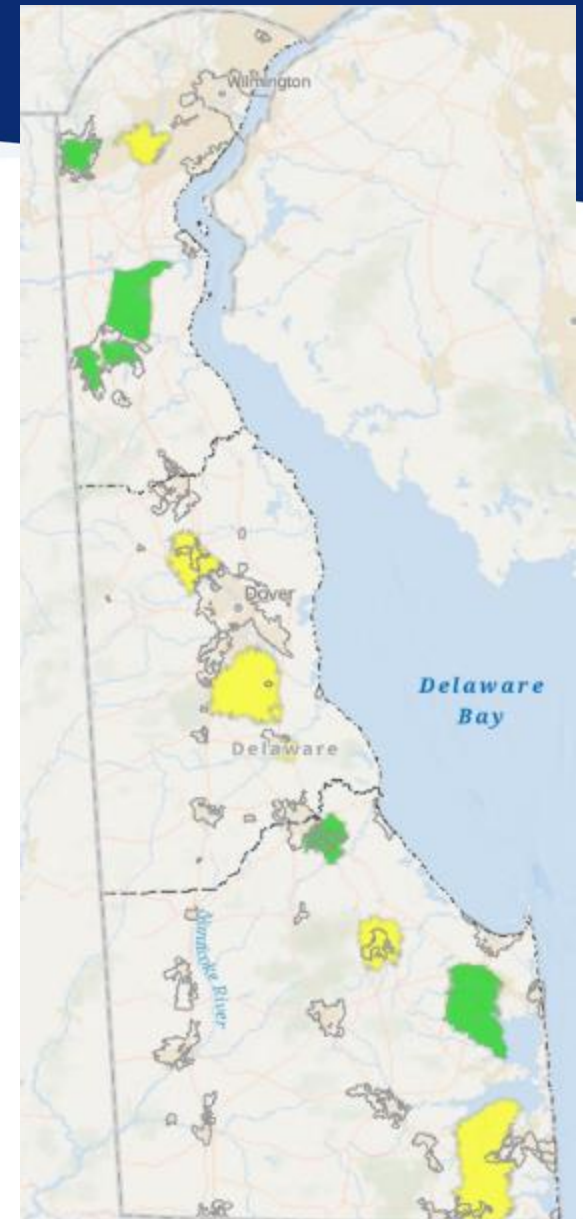
*Total is as of December 2023 and includes 2 of 7 TIDs currently under development.

Operational

- Newark
- Southern New Castle County
- Westtown
- Eastown
- SE Milford
- Henlopen

Under development

- Little Heaven*
- South Frederica*
- Cheswold Area
- Magnolia
- Milton
- Roxana Area
- Churchman's Crossing



Delaware Municipalities



Resources on TID Website

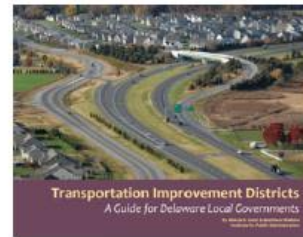
Transportation Improvement Districts

Resources

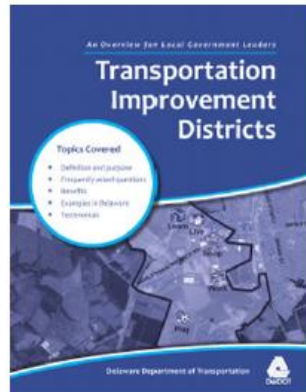
Resources for developing and implementing a Transportation Improvement District



Delaware TID Story Map



TIDs: A Guide for Delaware Local Governments

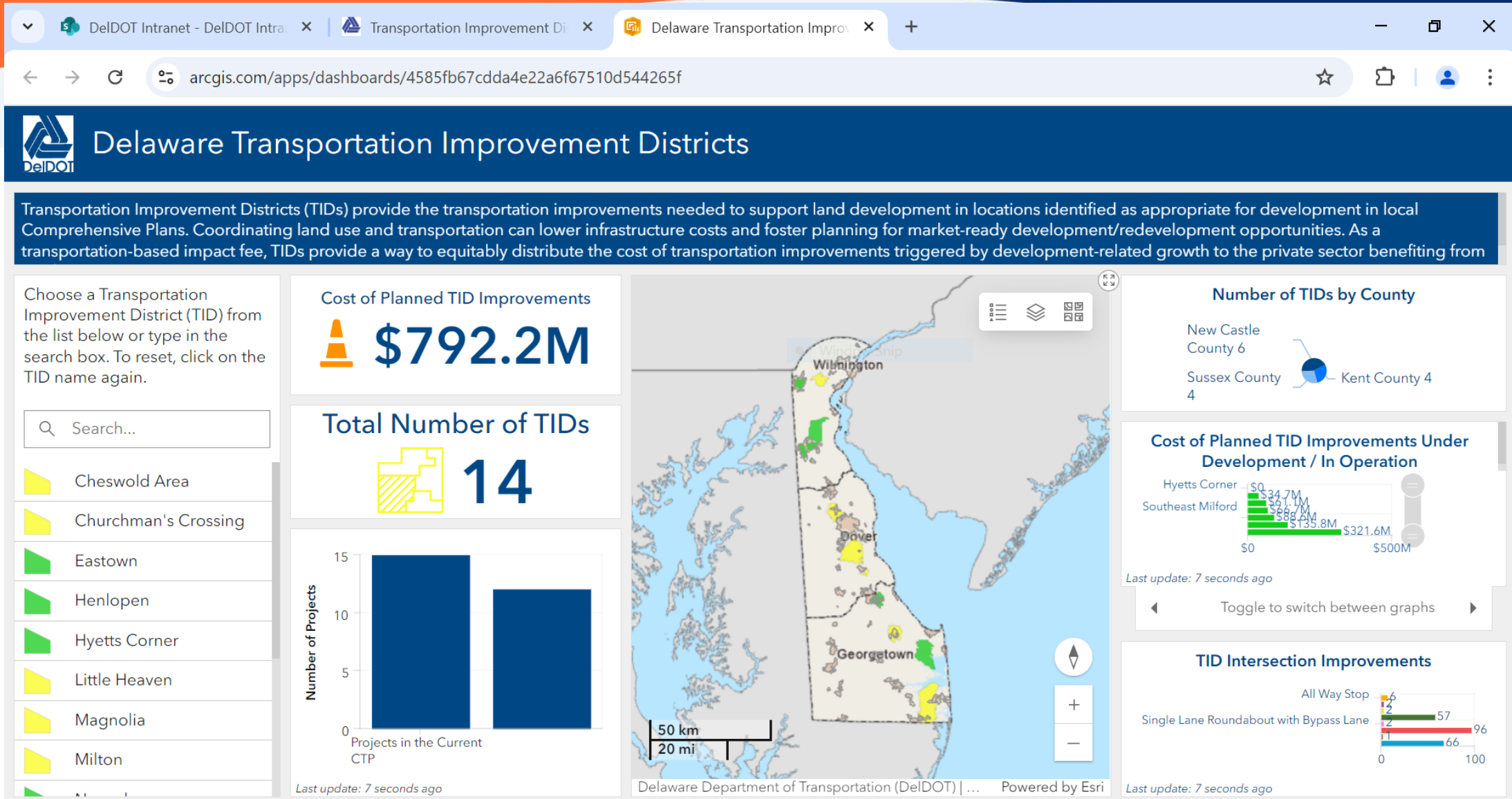


An Overview for Local Government Leaders

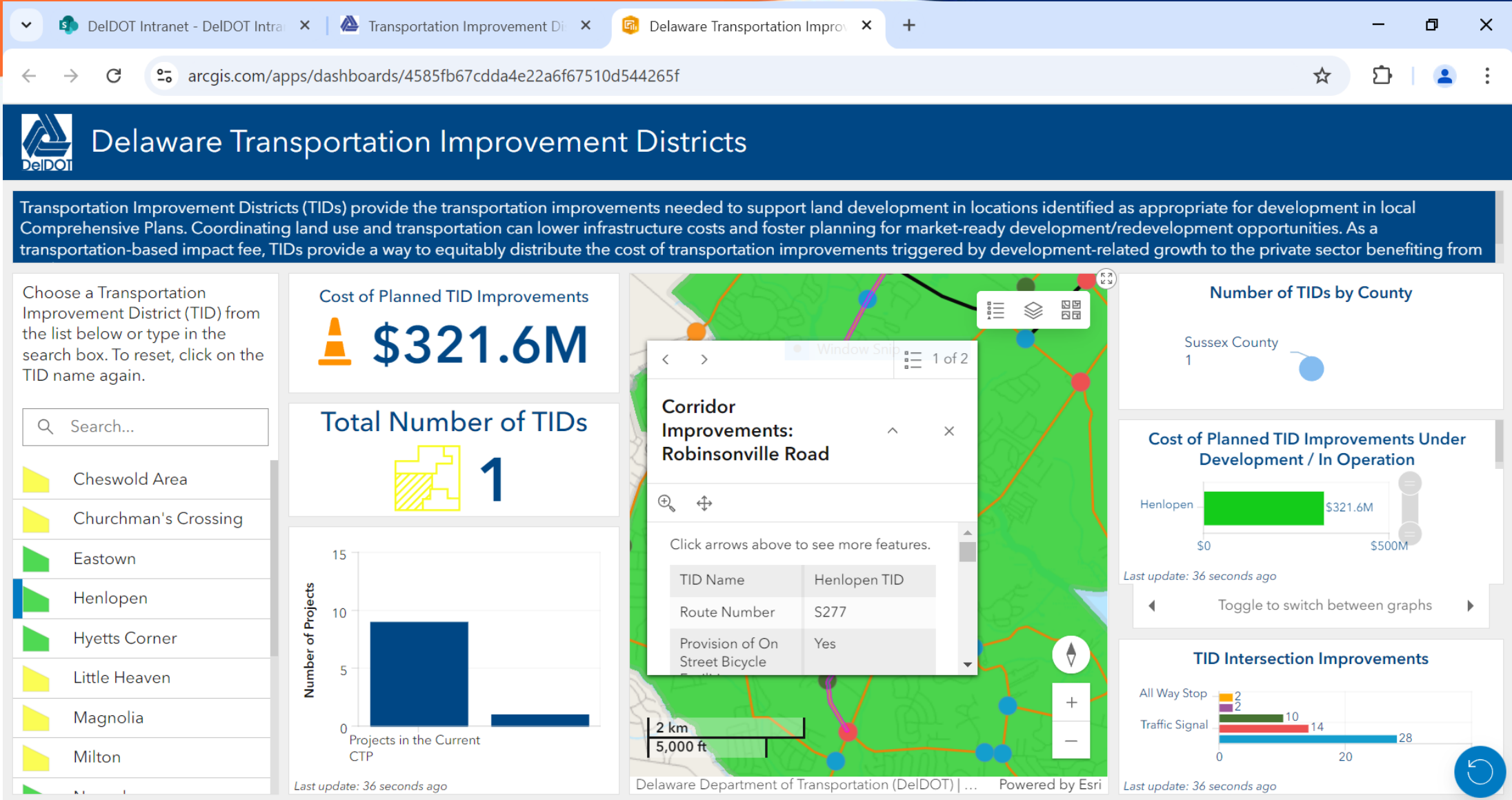


DeIDOT's TID Regulations

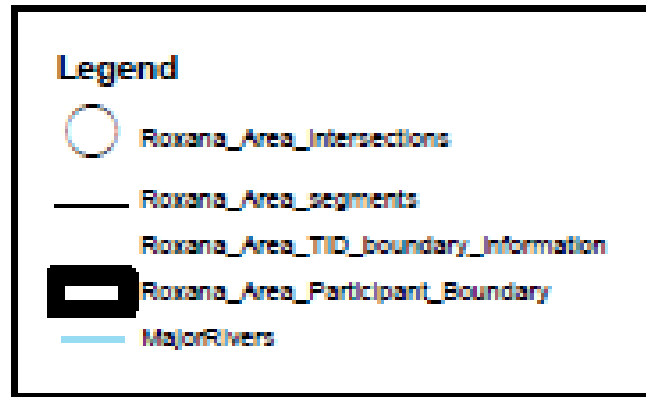
Statewide TID Dashboard



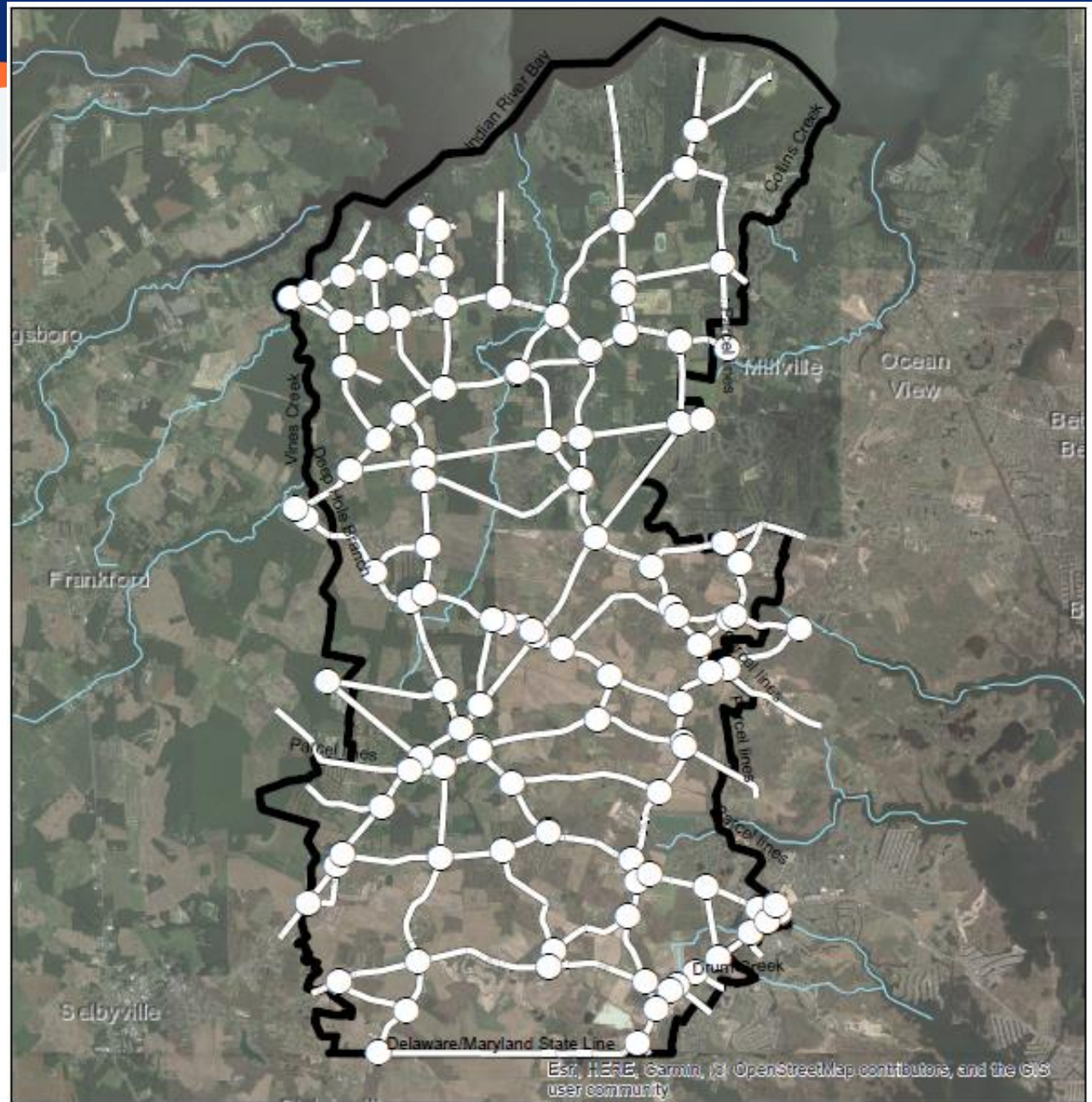
TID Dashboard- Project Status



Proposed Roxana Area TID



0 0.5 1 2 3 4 Miles



Roles and responsibilities in a TID

- Local government provides land use forecast at parcel level
- DelDOT conducts traffic counts, develops existing conditions report, and completes traffic modeling of land use forecast
- DelDOT identifies needed transportation improvements and provides concepts and cost estimates



Roles and responsibilities in a TID

- All parties agree on Land Use and Transportation Plan and TID-CTP (list of transportation improvements and their costs)
- All parties agree on TID fee schedule and monitoring program
- Either local government or DeIDOT collects TID fees, prior to building permit issuance, and holds in TID-fee only account



Roles and responsibilities in a TID

- Local government hosts and DelDOT attends public meetings for TID development
- DelDOT public involvement policy applies to TID projects added to DelDOT CTP
- Local government monitors parcel land use; DelDOT monitors traffic



Questions?

- Please contact:
 - Sarah Coakley, AICP
Sarah.coakley@delaware.gov
(302) 760-2236
- TID links
<https://deldot.gov/Programs/transportation-improvement-districts/>

