December 8, 2015

MEMORANDUM

TO: Mr. Dennis L. German
Chief, Community Design Division

FROM: Jared L. Paper-Evers
Project Manager, Highway Design Division

SUBJECT: MD 33 (Talbot Street) from Yacht Club Road to Pea Neck Road
Contract No: TA2865184
FMIS No: TA286A21

RE: Task Force Meeting No. 1, Meeting Minutes

A Task Force Meeting was held on Thursday, September 17, 2015 at 5:30 p.m. at St. Michaels Middle/High School located at 200 Seymour Avenue, St. Michaels, MD 21663.

Introductions
Thirty-five people attended the first Task Force meeting for the subject project. Attendees included local residents and business owners, local officials from Talbot County and the Town of St. Michaels, and SHA officials.

The following individuals were in attendance:

Ann Borders	Commissioners of St. Michaels
Roy Myers	Commissioners of St. Michaels
Sarah Abel	Planning Zoning Inspector & Codes Enforcement Officer, Town of St. Michaels
Jeff Richardson	Director of Public Works, Town of St. Michaels
Jean Weisman	Town Clerk/Manager, Town of St. Michaels
Mike Mertaugh	Assistant County Manager, Talbot County
Bill Boos	Task Force Member
Eric Bridges	Task Force Member
Christian Chute	Task Force Member
Larry Cooper	Task Force Member
Ralph DeMarco	Task Force Member
Paulette Florio	Task Force Member
Bernie Grove	Task Force Member

Sean Guschke	Task Force Member, St. Michaels Fire Department
Doug Haddaway	Task Force Member, St. Michaels Fire Department
Janet Hammed	Task Force Member
Hilary Henry	Task Force Member
Ann Hymes	Task Force Member
Marie Martin	Task Force Member
Bonnie Messick	Task Force Member
Eugene Messick	Task Force Member
Langley Shook	Task Force Member
Bonnie Somers	Task Force Member
Helen Van Fleet	Task Force Member
Marie Wroten	Task Force Member
Lee Yerkes	Task Force Member
Charlie Coppage	SHA - District 2 - Traffic
Bob Rager	SHA - District 2 - Community Liaison
Walter Rullman	SHA – Office of Real Estate - District 2 Right-of-Way Chief
Dennis German	SHA - Office of Highway Development (OHD) - Community Design Division (CDD) - Chief
Jared Paper-Evers	SHA - OHD - Highway Design Division (HDD)
Marcus Tadros	SHA-OHD-HDD
Shreemal Perera	SHA - OHD - Highway Hydraulics Division (HHD)
Meredith Willson	SHA - OHD - HHD
Iyad Isaac	Brudis & Associates representing OHD

Project Schedule

Mr. Paper-Evers provided an overview of the following project schedule:

- 15% design completion is anticipated in late Fall 2015.
- 30% design completion is anticipated in Spring 2016.
- 65% design completion is anticipated in Winter 2017.
- 90% design completion is anticipated in Summer 2017.
- Project Advertisement is anticipated in Winter 2018.
- Construction activities could begin as early as Spring 2018.

Mr. Paper-Evers noted that the Advertisement date is subject to change based on funding availability.

Ongoing Preliminary Design Work

Mr. Paper-Evers discussed several design related activities that are ongoing or have recently been completed by SHA, including the following:

- The topographic survey was to be completed in September 2015. (This task is now complete.)

- The utility designation was to be completed in October 2015. (This task is now complete.)
- Wetland and stream delineation was completed in July 2015. The proposed design will minimize adverse impacts to wetlands and other natural resources, where possible.
- A parking study was to be completed in October 2015. (This task is now complete.) The scope of this study is to evaluate parking demand and existing parking availability in the downtown area of St. Michaels (Seymour Ave. to Dodson Ave.) including on-street parking on MD 33, side street parking, and public parking lots. The Task Force requested that SHA share the results of the parking study with the Task Force.
- A Traffic Capacity Analysis was to be completed in October 2015. (This task is now complete.)
- A Speed Study to measure the travel speed of traffic along MD 33 at various locations throughout the project limits was completed in August 2015.

Role of the Task Force

Mr. Paper-Evers discussed the role of the Task Force in the project development process. The role of the Task Force is to assist SHA in establishing project goals and elements and developing a project concept that is consistent with the needs and character of MD 33 and the St. Michaels Community. The role of Task Force Chairperson was described as the liaison between the community and SHA. Attendees were encouraged to volunteer for this position if interested. Jean Weisman, Bernie Grove, and Eric Bridges each volunteered to be chairperson and agreed to share the duties as co-chairpersons.

Project Goals

The Task Force discussed various goals that should be achieved as part of this project. The following list of Project Goals was developed (in no particular order of priority):

- Improve stormwater management (SWM) and drainage conditions
- Improve bicycle and pedestrian safety along MD 33 (Talbot Street)
- Address traffic congestion issues in St. Michaels
- Improve pedestrian safety and accessibility along sidewalks and street crossings and improve pedestrian connectivity
- Provide adequate access for emergency vehicles
- Optimize on-street parking relative to safety
- Maintain the historic character of MD 33 and the Town of St. Michaels
- Coordinate the design and construction with existing utility relocations

Issues Discussed

The following issues were also discussed at the meeting:

- Sight distance issues have been observed where on-street parking is located near crosswalks. SHA will evaluate sight distance at all intersections and crosswalks and will consider on-street parking in the evaluation.
- Crosswalk locations, pavement markings, and pedestrian crossing signage at crosswalks could be improved. SHA will evaluate existing crosswalk locations, pavement markings and signage and provide improvements, where feasible.

- Presently, University of Maryland is conducting a SWM Study which SHA will receive after it is complete. The study is evaluating the existing SWM and drainage conditions in St. Michaels and obtaining input from residences.
- St. Michaels may be impacted by sea level rise in the near future which could affect the MD 33 drainage system. The drainage design will take potential sea level rise into consideration.
- The intersection of MD 33 and Railroad Avenue has the heaviest pedestrian and vehicle traffic within the project limits. SHA will evaluate traffic operations at this intersection and provide operation improvements, where feasible.

Question & Answer

- Q: Will the traffic study take into consideration future population growth?
  A: Yes, the traffic study will consider future population growth.

- Q: Is there anything that can be done to provide additional lighting or signs at crosswalks?
  A: SHA will evaluate signing and lighting needs as part of this project and will determine if signing and lighting improvements can be made as the design progresses.

- Q: There are storm drain capacity issues and ponding issues along MD 33. Does this project consider drainage improvements along MD 33 north of Town, south of Town, and in Town?
  A: This project will evaluate the existing drainage system and will improve the system, where feasible, within the project limits only.

- Q: Does this project consider upgrading the sidewalk ramps?
  A: Yes, the project will upgrade existing sidewalk ramps to be compliant with the Americans with Disabilities Act (ADA).

- Q: Is there a plan to relocate the existing power poles along MD 33?
  A: Independent of this project, the Town of St. Michaels is conducting a study to determine the feasibility of relocating the existing power poles along MD 33. SHA will not relocate all existing power poles along MD 33 and will only coordinate utility relocations to the extent needed for this project. SHA will coordinate the design and construction of the Urban Reconstruction Project with any utility relocations proposed to occur concurrently by the Town of St. Michaels or others.

- Q: Is there any consideration to build a bypass road to provide access to areas north of St. Michaels in addition to provide safety along MD 33?
  A: A bypass road will not be considered as part of this project.

- Q: Can conceptual design plans be available to Task Force team?
  A: Yes, SHA will provide displays showing the latest conceptual designs for review at future Task Force meetings.

Closing
The Task Force determined that the next Task Force Meeting should be held in late November or early December 2015.

If you have any comments, additions, or corrections to these minutes, please contact Jared Paper-Evers, Highway Design Division at 410-545-8400 or by email at jpaper-evers@sha.state.md.us.

cc: Project Team Members
Task Force Members