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DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE
MINUTES OF FEBRUARY 14, 2023

TECHNICAL ADVISORY COMMITTEE REPRESENTATIVES ATTENDING:

Kris Connelly, Kent County Planning, Chair	Rob Pierce, City of Milford, Vice-Chair
Josh Thomas, Office of State Planning	Marvina Cephas, DNREC AQ
Jeremy Rothwell, Town of Smyrna	Humaira Nabeela, DeIDOT Planning
Cathy Smith, Delaware Transit Corporation	Milton Melendez, DE Dept. of Agriculture
Mary Ellen Gray, City of Dover, Planning	Harold Scott Jr., Town of Camden
Anastasia Jackson, DE Div. Small Business	

MEMBERS NOT ATTENDING:

Tim Riley, Kent Conservation District	Jason Lyon, City of Dover Public Work
Matt Jordan, Dover Air Force Base	Cliff Gunstra, Delmarva Central Railroad(N/V)
Lindsay Donnellon, Federal Hwy Admin.(N/V)	Abigail Lowe, Federal Transit Admin.(N/V)
Lee Derickson, DE Motor Transport Assoc.(N/V)	

NON-MEMBERS ATTENDING:

Marilyn J. Smith, MPO Staff	James Galvin, MPO Staff
Helen Wiles, MPO Staff	Michelle Vinson, MPO Staff
Mike Ward MPO Staff	Malcolm Jacob, MPO Staff

- 1. INTRODUCTION OF MEMBERS & GUESTS**
- 2. PUBLIC COMMENTS - None**
- 3. ACTION ITEM: Approval of Agenda (enclosure)**

MOTION By Mr. Pierce to approve the agenda. Seconded by Mr. Thomas. Motion carried.

- 4. ACTION ITEM: Approval of Minutes October 18, 2022 (enclosure)**

MOTION By Mr. Pierce to approve the minutes. Seconded by Ms. Nabeela. Motion carried.

- 5. PRESENTATION: Virtual Tip Tour / H. Wiles & M. Jacob**

Ms. Wiles showed a brief portion of the Virtual TIP Tour video. She explained the process of how and why the video was prepared. She encouraged TAC members to watch the full video and share it.

- 6. ACTION ITEM: PRESENTATION AND RECOMMENDATION: DeIDOT FY23-FY26 TIP Amendment, East Camden Bypass (T201709503) KC / J. Galvin (enclosure)**

Mr. Galvin presented the TIP Amendment for East Camden Bypass. He noted the increased money needed and extended the project to FY25. The project cost has increased, which is why the amendment



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was required. Ms. Gray asked if all the right of way has been acquired. Mr. Galvin stated he believed it was being done this year. Ms. Gray asked if there is a firm start date. Currently there is not. Ms. Gray asked is there a phasing plan. Mr. Galvin said he felt they would start with utilities then do the roads. Ms. Gray asked Mr. Scott if anyone had talked to the Town of Camden. Mr. Scott stated they had a conversation two weeks prior. DelDOT was going to start with the East Bypass, and they have already bought six houses.

MOTION By Ms. Gray to recommend to Council. Seconded by Mr. Pierce. Motion carried.

7. ACTION ITEM: PRESENTATION AND RECOMMENDATION: Kent County Airport Inventory / M. Jacob (<https://doverkentmpo.delaware.gov/files/2023/01/Airport-Inventory-Draft-1.2023.pdf>)

Mr. Jacob gave a slide presentation on the inventory. He spoke about it being sponsored by KEP and the resources used to gather information. This was a three-step process, resources, mapping and fieldwork. Ms. Gray asked was the study on the website. It is on the website. Ms. Gray spoke to not realizing there were so many airports in Kent County. Ms. Gray asked did this have any connections with the joint use agreement with the airbase. Ms. Smith said it has a small connection. KEP wanted to know if there are other air possibilities in the county once the joint use agreement is signed. Mr. Connelly stated that Cheswold recently expanded and Corman airport has a plan for potential expansion.

MOTION By Ms. Gray to recommend to Council. Seconded by Mr. Scott. Motion carried.

8. ACTION ITEM: PRESENTATION AND RECOMMENDATION: Truck Parking Amenities Study / M. Jacob (<https://doverkentmpo.delaware.gov/files/2023/01/Truck-Parking-Amenities-Draft-1.202320230127.pdf>)

Mr. Jacob gave a slide presentation on the study. KEP sponsored the study. He spoke on how it was created to be a companion to the Truck Parking studies. The study aimed to recommend amenities in a travel plaza or other parking facility in central Delaware. Ms. Gray asked if this was going to be presented to Dover City Council. Ms. Smith replied it will be presented to the county as KEP was the sponsor but the MPO would be willing to present to the City. Mr. Connelly spoke about Wawa and Royal Farms are plenty in the county and the city, but they do not have the amenities. Mr. Galvin stated that Royal Farms was contacted, and they don't want to be a travel plaza. Mr. Rothwell asked if the study looked at Smyrna Rest Stop upgrades to accommodate. The rest stop was not included in the study, but it has been talked about outside of the study.

MOTION By Ms. Gray to recommend to Council. Seconded by Mr. Scott. Motion carried.

9. ACTION ITEM: PRESENTATION AND RECOMMENDATION: US 13 North Corridor Study / J. Galvin (<https://doverkentmpo.delaware.gov/files/2023/01/US13-Corridor-Study-FINAL-Draft-1-27-2022.pdf>)



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Mr. Galvin gave a slide presentation on the study. The sponsor of the study is KEP. Mr. Galvin said the objective was identifying vacant parcels along US13 between north Dover and Smyrna suitable for business uses. The study identified six properties that could be suitable. Mr. Thomas commented on the significant parcels, the Cheswold one, went through the plus PLUS process, it is being pressured for residential. Mr. Rothwell commented that there are 4 or 5 parcels that were included in Smyrna's comprehensive plan that will be annexed for residential. Mr. Pierce commented that the study looks more to be land use study and asked about the specific connection to transportation. Ms. Wiles replied that land use will be included more in our studies.

MOTION By Ms. Gray to recommend to Council. Seconded by Ms. C. Smith. Motion carried.

***** MEMBER REPORTS *****

• Mr. Connelly is working on a zoning update to Code 205. Hopefully will be complete in April. It will bring a 30-year-old code to present. • Ms. C. Smith shared that Delaware Transit Corp. is having a public hearing process. There is a video on www.dartfirststate.com. Scheduling changes for routes 101, 108, 109. Looking at changing alignment from Middletown to Newark. Ms. Wiles asked about the reimagined DART project. Ms. C. Smith said they will have 4 separate Technical Advisories Committees. DART will have public workshops between Summer and Fall. • Mr. Pierce shared the City of Milford will have an open house March 8, 2023, to share the Downtown Streetscape for SW Front streets and Park Avenue. March 23, 2023, at Public Works there will be a workshop for 10th Street and Walnut with the MPO. April 4, 2023 will be a traffic calming workshop. On March 13, 2023, will have a presentation with DelDOT for Southwest TID at Milford Council. They are also scheduling for May implementing the Bicycle Master Plan. • Ms. Jackson wanted to express that if anyone ever needed help reaching out to small business owners, please feel to reach out to her. • Ms. Wiles asked when Jersey Mikes would be opening. Mr. Scott replied it would be March.

10. Staff Reports –

10.1 Progress & Financial Reports – M. Smith & M. Vinson

a. monthly DelDOT invoice and financial reports (enclosure)

Ms. Vinson presented the financials. Ms. M. Smith spoke about our current audit with Whisman Giordano. This is our second audit, and it is going well. We established a baseline last year, so this is helping us clean up older processes. Ms. M. Smith spoke about working on FY24 UPWP and soliciting bids for potential projects.

10.2 Project Updates

a. Outreach – H. Wiles

Ms. Wiles spoke on the change in format for the Public Outreach report. This month the MPO is concentrating on safety. Please share the memes, videos and public outreach on our Social Media. February is Black History Month and the MPO will be sharing information about African Americans in transportation history.



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b. Current mapping projects - M. Ward

Mr. Ward is working on the sidewalks around Dover High School and an inventory on sidewalks on US 13. Working on Bay Road walkways, Census urban areas and a crash data map for Bike Delaware.

c. Study updates - M. Jacob & J. Galvin

Mr. Galvin spoke on the next few meetings we will have three studies per meeting. Next meeting will be US 13 Sidewalks, Dover High School Walk Zone, and Bay Road connections.

10.3 Correspondence, Publications, Reports, Activities

12. ADJOURN

MOTION By Mr. Pierce to adjourn. Seconded by Ms. Gray. Motion carried.

NEXT MEETING: April 18, 2023