

HISTORIC LEWES BYWAY COMMITTEE
Regular Meeting Minutes
October 24, 2018

The regular meeting of the **Historic Lewes Byway Committee** was held on **Wednesday, October 24, 2018 at 1:00 P.M. in Lewes City Hall** in accordance with proper notification with the following present: Chairwoman Gail Van Gilder, Sally Boswell, Mary Roth, Maryanne Ennis, Dave Ennis, Bonnie Crosby, Ex-Officio City Councilman Dennis Reardon, Jeffrey Greene, Mike Costello of Sussex County Planning and Zoning Office, Joe Hoechner of the Lewes Planning Commission, and Recording Secretary Jackie Doherty.

A. ADMINISTRATION

1. Call to Order and Introduce New Members.

Chairwoman Van Gilder called the meeting to order at 1:00 P.M. stating Dave Ennis has stepped down due to health reasons and welcomed Mrs. Ennis and Bonnie Crosby to the Committee.

Mrs. Ennis stated she has worked over the years for clean water and air in Wilmington and Delaware forming the group Citizens for Clean Air.

Chairwoman Van Gilder stated Ms. Crosby is a professional fundraiser having worked for Beebe Medical Foundation planning events and fundraising, Delaware Horticultural Society Board member and Wilmington Friends School Board member. Mr. Sumner Crosby, who worked for the EPA for many years, will also be helping the Committee with projects.

2. Approval of Minutes: August 22, 2018 and September 26, 2018

ACTION: *Ms. Roth made a motion to approve the meeting minutes of August 22, 2018 as submitted; Mr. Costello seconded the motion, which passed unanimously.*

ACTION: *Ms. Roth made a motion to approve the meeting minutes of September 26, 2018 as submitted; Mr. Costello seconded the motion, which passed unanimously.*

3. Finance Report: Mary Roth

Ms. Roth reported the account balance remains the same at \$12,500. Delaware Greenways has a restricted fund balance of \$178 that must be spent by December 31, 2018. The account with the City for the \$12,500 is not an interest-bearing account. If it is changed to an interest account, service fees would be applied, and would not be a benefit to the Committee. This may be changed if larger amounts of money are deposited in the future.

4. Next Meeting Date: November 28, 2018

The next meeting date is scheduled for Wednesday, November 28th at 1:00 P.M. in City Hall.

ACTION ITEMS

B. ENHANCEMENTS

1. Design Guidelines: Russ Tatman

Mr. Tatman could not be here today due to illness and asked if Ms. Boswell and Ms. Roth would speak about the guidelines.

a. Approve Draft Letters

Mr. Costello stated the letters have been received and Todd Lawson and Councilman Burton want to review the County letter to make amendments.

Ms. Roth stated she spoke to Mr. Tatman before the meeting and he stated he was hoping both letters would be conceptually approved today with the understanding that there may be changes.

Ms. Van Gilder questioned the neighbor letter inviting them to come to a meeting. Perhaps there could be other alternatives besides coming to the Committee meeting since it may be a meeting without the discussion of the guidelines being on the agenda.

Ms. Roth said Mr. Tatman is working with City Manager Ann Marie Townshend and City Planner Tom West for a link to the City's website to provide communication and information to residents including a named entity with a link to the County also.

Mrs. Ennis suggested the information be mailed to residents with their Board of Public Works bills.

ACTION: *Ms. Roth* made a motion to conceptually approve both letters as distributed with the understanding that there will be changes moving forward with review by both the City and County for approval before being sent; *Mr. Costello* seconded the motion, which passed unanimously.

b. Should We Raise Funds for Writing Design Guidelines

Ms. Van Gilder stated the Committee needs to consider raising funds to hire someone to write the guidelines with the help of Ms. Crosby and Mr. Tatman. Discussion will continue at future meetings after the letters have been sent.

Mr. Costello stated the County may be willing to send their letters and cover the cost of postage.

Ms. Boswell stated the plan is to send letters to residents and businesses on the byways. For some of the communities, the letter will be sent to the HOA representative to distribute to residents through their website. Presentations may also be given to the HOA. These are suggestions to help cut down on the cost of postage.

Barbara Vaughan stated there is a new organization called The Greater Lewes Community Civic Alliance who has representatives for the projects along Gills Neck Road. The organization could help the Committee in their communication with the community and providing information.

Ms. Van Gilder stated Mr. Tatman has the timeline for the letters to be mailed with the County letter sent first followed by the neighbor letter.

2. Landscaping in DeIDOT Projects on Byway Roads Securing Sponsors for Maintenance, for example: DeIDOT Project at Old Orchard/Savannah Roads

Ms. Van Gilder spoke of the need for sponsors to maintain the landscaping provided by DeIDOT for projects on the byways. The best way to begin is with small projects. The first project to consider is Old Orchard Road intersection and the second is Minos Conaway/New Road Underpass Project.

Ms. Boswell said the process includes identifying the locations for landscaping, identify who will do the design, and once there is a design, begin to estimate the cost of annual maintenance to have an amount to take to sponsors.

Mr. Greene stated it is important to present DeIDOT with long-term sponsors who have a landscape expert in their organization, traffic-hardy designs, traffic control setup for safety and identify a DeIDOT approved landscaping contractor to use.

UPDATES

C. TRANSPORTATION

- 1. New Road Master Plan:** *Ms. Van Gilder* stated there is a process for the Gateway and New Road in place for a landscaping design plan and there will be discussion with Mr. Klein for guidance. While attending a DeIDOT meeting on the Minos Conaway/New Road Underpass Project, a DeIDOT list of Lewes area projects and a map were provided for review and the Committee received a copy of the list today. Mayor Becker, Senator Lopez,

Commissioner Burton, and Drew Boyce were also present. There was discussion at the meeting regarding a pedestrian trail structure attached to the Canary Creek Bridge, kayak access with crabbing and fishing from the bridge to continue as stated in the Corridor Management Plan.

2. **Recognition Event at 3:00 P.M. Today at Black Hog Farm:** *Ms. Van Gilder* stated the meeting will adjourn today at 2:00 P.M. for everyone to attend the event.
3. **Stakeholder Meeting 6:30 P.M. Tonight at the Rollins Center:** *Mr. Greene* stated there will be discussion at the stakeholder meeting tonight regarding a bicycle and pedestrian lane on New Road as stated in the New Road Master Plan (NRMP).
4. **Public Meeting:** *Ms. Van Gilder* stated the NRMP meeting is scheduled for Tuesday, November 27th from 4:00 P.M. to 7:00 P.M. with the location to be determined. The draft recommendations will be presented.
5. **DeIDOT Project CIP Update:** *Ms. Van Gilder* reviewed the DeIDOT plan list including the extension of Kings Highway/Dartmouth Drive to Freeman Highway to the high school. The concern is this project will not start until July 2022.

Mr. Greene reviewed the New Road, Nassau Road to Old Orchard Road Project description stating changes are possible with the projected design to start July 2024.

D. PLANNING

1. **Sussex County Ordinances:** *Mr. Costello* stated discussion has been tabled.
2. **Brittingham Annexation/New Road City Meeting October 30th:** *Councilman Reardon* reported the meeting is scheduled for 6:00 P.M.
3. **New Development Projects on Byway Roads:** *Ms. Van Gilder* asked *Mr. Crosby* to create a spreadsheet and map of the new transportation and development projects information that *Mr. Hahn* brings to the Committee each meeting.

E. NEW BUSINESS: No discussion tonight.

F. ADJOURN: The meeting adjourned the meeting at 2:00 P.M.

Respectfully submitted,

Jackie Doherty, Recording Secretary
Historic Lewes Byway Committee