

LEWES HISTORIC BYWAY COMMITTEE
Regular Meeting Minutes
April 25, 2018

The regular meeting of the Lewes Historic Byway Committee was held on **Wednesday, April 25, 2018 at 1:00 P.M.** in Lewes City Hall in accordance with proper notification with the following present:

Chairwoman Gail VanGilder

Dave Ennis

Sally Boswell

Mary Roth

Russ Tatman

Doug Spelman, Chair New Road Preservation Alliance

Mike Hahn, DeIDOT

Ex-Officio City Councilman Dennis Reardon

Joe Hoechner, Lewes Planning Commission

Recording Secretary Jackie Doherty

Chairwoman VanGilder called the meeting to order at **1:00 P.M.**

A. ADMINISTRATION

1. **Approval of Minutes:** *Mr. Ennis made a motion to approve the April 4, 2018 regular meeting minutes as presented; Ms. Roth seconded the motion, which passed unanimously.*
2. **Finance Report:** *Ms. Roth reported the balance is \$12,500 after the approved amount of \$1,500 was paid for the painting and installation of the mast arm at the intersection. The restricted account at Delaware Greenways remains at \$178 to be used to purchase brochures.*
3. **Next Meeting Date:** The **May 23, 2018** meeting date was confirmed.

B. TRANSPORTATION

1. **Canal Bridge Plaque:** *Mr. Hahn reported there was previous discussion to decide if the logo would be placed on the bridge to represent the corridor as a byway. A bridge plaque would be bronze to identify the bridge without logo, and since the Committee would be required to pay for part of the cost of the plaque, it was decided to cancel the plans.*
2. **TAP Project:** *Councilman Reardon reported work continues with DeIDOT for plans to include a 5-foot bike lane on the commercial side going towards the bridge; 10-foot travel lane, 10-foot travel lane; 8 to 10-foot shoulder; center line moved without overlay. There was a workshop meeting last week by DNREC with discussion for a trail out of Cape Henlopen State Park to cross Freeman Highway and continue to American Legion Road to Savannah Road. It was not clear who would do the paving of the trail up to Savannah Road. Ms. VanGilder stated she attended the meeting and it was said the City would build the trail from Freeman Highway to Savannah Road.*

Councilman Reardon stated discussion of Overlook, the \$25,000 grant, and location continues.

Mr. Tatman stated he will be speaking further to City Manager Ann Marie Townshend regarding the amenities to possibly be provided by the City. Ms. Townshend has requested a list of the amenities requested.

3. **New Road Master Plan:** *Ms. VanGilder stated discussion will include Agenda Item E, Planning—CMP New Road Update.*

Ms. VanGilder stated discussions continue with Senator Lopez about the funding for a master plan for all of New Road to include landscaping and bike paths. Waiting for comments from the City on the update of the management plan to make any corrections or changes to then be presented to Mayor and City Council (MCC) at their next regular meeting. The comments needed: What items are not included in the list of strategies; stakeholders to be included; regulations; programs. There were meetings with Dave Ennis, Ms. VanGilder, Councilman Rob Morgan, Councilwoman Bonnie Osler, and Councilman Reardon to discuss their comments with plans to meet with Councilman Beaufait also.

Councilman Reardon questioned if MCC was made aware that these were the comments expected.

Ms. Roth stated the discussion at the April 4th meeting included what the Committee was requesting from MCC regarding the document being presented. The request was for feedback and not a vote or specific requests. Also, the Committee should be informed of the comments made during the meetings with Ms. VanGilder, Mr. Ennis, and members of Council before being included in the final product.

Ms. VanGilder stated there will be more meetings needed to include everyone on the Committee once all comments are received. It is difficult to find the time to have a meeting to include the Council and Committee members.

Mr. Hahn stated he also thought the comments from MCC would be shared as a group to then react as a group to address these comments. The goal was for MCC to be comfortable with the Committee to discuss the revised document with the County since the land is located in the County. There is a need for a partnership between the City and County for goals and strategies to move forward.

Councilman Reardon stated there is the issue of is the City telling the County what to do with County land and the City's relationship with the County. This issue was also discussed at the April 4th meeting.

Ms. VanGilder stated the following recommendations based on meetings with Council include:

- Cover letter to MCC asking the City to support the plan within jurisdiction of the City
- Have the County support the plan within jurisdiction of the County
- Question the impact on the City of what is happening just outside its borders
- Why wait for the discussion with the County and begin preliminary meetings with Planning and Zoning before meeting with Sussex County Council for their feedback
- Move forward with public meetings after receiving the MCC and County comments
- Plan for a public workshop in the Fall

Mr. Hahn introduced Gayle Hoffman, a Lewes resident and professional planner, who has asked to help the Committee with perspective on the CMP as it relates to a planning document. Ms. Hoffman has also spoken to Ms. Townshend and City Planner Tom West about helping with services and grants.

Ms. Hoffman stated she has experience with workshops and grant writing and suggested the Committee begin now to prepare for the workshop in the Fall.

Ms. VanGilder stated Mr. Hahn has informed the Committee that the development of the Groome Church property on New Road is moving through DeIDOT. There is no time to wait for an entire master plan for New Road or we will not have the input needed. Jim Klein of DeIDOT and Mr. Hahn are providing information on the DeIDOT talks with the developer. Jeff Green of Delaware Greenways did review the proposal to offer advice.

Mr. Hahn will work with the developer on the following: Cross section of the road and right-of-way; lane widths; shoulders; bike paths; scenic byway buffer; landscaping and screening; preservation of views.

Jim Klein will work with the Committee on the site plan and the plans for cluster design; roadside landscaping; tree line preservation; work with the developer in stakeholder meetings.

Ms. VanGilder requested discussion today to authorize spending of the Committee funds to pay for the proposal from Mr. Klein. The funding from Senator Lopez for the larger study will take months to go through the DeIDOT process. A copy of Mr. Klein's proposal was provided to the Committee for review.

Mr. Hahn stated the developer for the Groome property wants to come to DeIDOT for a pre-submittal meeting to discuss a traffic impact study, New Road improvements and cross section. With New Road considered a major arterial, it calls for two 12-foot lanes and an 8 or 10-foot paved shoulder. The Committee could negotiate and discuss enhancements when New Road is improved. A 10-foot bikeway was proposed on the west side at the University of Delaware multi-path. There is also the question of how much land the developer will dedicate for the future improvements.

Ms. Boswell stated the importance of having a New Road Master Plan to discuss the cross section with the developer. This is an important element to discuss with developers during negotiations. Consistency and fairness are important to developers, as stated in a meeting Ms. Boswell recently had with Preston Schell.

Review of the proposal from Mr. Klein included:

- Need for a drawing of the cross section and confirmation with DeIDOT
- DeIDOT Staff could do the drawing to confirm what the cross section would look like
- The main task is to concentrate on land development or future streetscape landscaping when incorporated
- Identify the key areas for preservation
- Would Senator Lopez be able to reimburse the Committee for the costs to Mr. Klein
- Will the tasks help to reduce the cost of the full master plan for New Road
- Hire on a per diem basis to prepare the Committee to meet with the developer
- What visuals of the corridor plan are needed for developer meetings

Mr. Ennis spoke of the two projects interfacing with New Road, beginning with Canary Creek, when developers were requested and expected to put in dollar investments for the public good with the building of bike paths. These projects need to be brought to the attention of the developers.

Mr. Ennis also discussed the importance of speaking with Jennifer Walls regarding what information is needed for the County in buffer areas including materials and plantings for a vegetative buffer. The information on these requirements is contained in the County ordinance.

Mr. Tatman suggested hiring Mr. Klein on a per diem basis. Also, conversation is needed with the Committee, County Planning and Zoning, and Mr. Klein to see what is needed to take to the developer with the Kings Highway/Gills Neck Road Master Plan used to start a dialog. This Committee needs to be a committee of the City and the County and not just the Historic Lewes Byway Committee. Lewes should also be removed from the name because it is associated with the City's boundaries. Jennifer Walls should also attend the meetings with the developers.

Ms. VanGilder suggested Mr. Klein do the site visit and corridor tour with preliminary sketches combined with an informal stakeholder meeting. The preliminary sketches would be revised after the meetings for the final design. Also, to form a subcommittee to speak with Mr. Klein and discuss the plan for the proposal. This would be a start toward completing the master plan.

Ms. Boswell stated the proposal process will yield tools to be used immediately to speak to developers. Also, the money paid to Mr. Klein would be well invested toward the completion of the master plan

Mr. Tatman stated the Committee could approve the proposal with Mr. Klein authorized to proceed with Task #1 and followed by discussion with the Design Guidelines Subcommittee for everyone to have an understanding. Then the subcommittee could authorize Mr. Klein to continue with tasks #2 thru #8.

Ms. Roth suggested an offer to Mr. Klein of \$5,000 to complete the entire proposal work with \$8,270 being too much to spend on one property.

ACTION: *Ms. VanGilder made a motion to accept the proposal from Mr. Klein as presented at a cost of \$8,270; Ms. Boswell seconded the motion. Ms. VanGilder, Ms. Boswell, Mr. Ennis, and Mr. Tatman voted yes to the motion; Ms. Roth voted no to the motion. With four (4) yes votes and one (1) no vote, the motion passed.*

Mr. Tatman requested an addition to the motion stating prior to Mr. Klein proceeding with tasks #2 thru #8, there would be a meeting with the Design Guidelines Subcommittee to discuss these tasks in detail with further discussion of the cost of \$5,000.

ACTION: *Ms. VanGilder made a motion to accept the amended motion to include the additions stated by Mr. Tatman; Ms. Boswell seconded the amended motion, which passed unanimously.*

4. Minos Conaway/Orchard Road Project

Ms. VanGilder stated the importance of this project is the impact on New Road and the City's concerns about traffic. The New Road Landscape Master Plan may need to include New Road at the underpass and Clay and Old Orchard Roads.

Councilman Reardon stated he attended the DeIDOT meeting but no details to address the traffic concerns from Nassau to Old Orchard to Wescoats cutoff were discussed.

Mr. Hahn stated there is a DeIDOT workshop meeting on Five Points scheduled for April 30th at Beacon Middle School on Route 24 from 6:00 to 8:00 P.M.

C. MARKETING

1. **Byway Brochure:** *Mr. Hahn* stated he is working on the brochures and will need additional money for the project.
2. **Website to Support Brochure:** There was no discussion
3. **Byway Signs:** *Mr. Hahn* stated he has checked about the signs and will have more information to present at the May meeting. *Ms. Roth* questioned if it has been confirmed that the State will provide the funds for the signs or will the Committee pay for the signs. This is a concern because of the possible payment needed for the work by *Mr. Klein*. *Mr. Hahn* stated he will check about the State funding for the signs to report at the May meeting.

D. CONSERVATION

1. Design Guidelines

Mr. Tatman stated he provided the Committee with a detailed report. There is a meeting on Monday with *Mr. Tatman*, *Ms. Boswell*, and *Jennifer Walls* to discuss the presentation to Sussex County Planning and Zoning. Also, to discuss with *Ms. Walls* about her attending the meetings with the developers regarding New Road and Kings Highway developments.

Mr. Hahn stated regarding Governors the right-of-way has been dedicated; completed the multi-use path; intersection improvements at Gills Neck Road and Kings Highway; no other improvements to Gills Neck are planned as related to the master plan because this will be a capital improvement project.

Ms. VanGilder questioned what plans the developers have for landscaping at Governors. *Mr. Tatman* stated he will be speaking to *Ms. Walls* about this to include a meeting with the developer to discuss the landscape plans.

2. **Open Space Preservation/New Road:** *Ms. VanGilder* stated the Open Space Council will provide funding for preserving the Groome Church property and the properties in back of it. Work needs to continue to preserve these areas when developed.

E. PLANNING

1. **CMP New Road Update:** Discussed earlier with the New Road Master Plan.
2. **Sussex County Comp Plan:** *Ms. VanGilder* stated she attended the comprehensive plan meeting to discuss general information on byways and that none of her earlier submitted comments were included in the plan. She was advised that DelDOT was writing the section on byways. *Mr. Hahn* stated he submitted general comments to DelDOT with an email sent to everyone on the Committee. Comments included Lewes, Nanticoke and Bayshore.

F. NEW BUSINESS

1. **New Members:** There was no discussion.

The meeting adjourned the meeting at 3:45 P.M.

Respectfully submitted,

Jackie Doherty, Recording Secretary
Historic Lewes Byway Committee