

**HISTORIC LEWES BYWAY COMMITTEE**  
**Regular Meeting Minutes**  
**April 4, 2018**

The regular meeting of the Lewes Historic Byway Committee was held on **Wednesday, April 4, 2018 at 2:00 P.M.** in Lewes City Hall in accordance with proper notification with the following present:

Dave Ennis,  
Mary Roth,  
Sally Boswell,  
David Stuart,  
Barbara Vaughan,  
Mike Tyler,  
Doug Spelman, Chair, New Road Preservation Alliance.  
Mike Hahn, DeIDOT  
Tom West, City Planner, Ex-Officio  
Dennis Reardon, Councilperson, Ex-Officio  
Jackie Doherty, Recording Secretary

Also, in attendance were: Bob Haggett, Alice Erickson, Lewes Administrative Assistant, Joe Hoechner, Lewes Planning Commission, and Councilperson Bonnie Osler.

*Mr. Ennis* called the meeting to order at 2:00 P.M. requesting agenda item D. New Road Corridor Management Plan Update be discussed after A. Administration.

**A. ADMINISTRATION**

• **Approval of Minutes**

ACTION: *Ms. Roth made a motion to approve the February 28, 2018 regular meeting minutes as presented; Mr. Stuart seconded the motion, which passed unanimously.*

- **Finance Report:** *Ms. Roth* reported as of March 31, 2018 there is a total of \$14,000 in the City treasury and \$178 left in the restricted fund held at Delaware Greenways to help support marketing of the logo creation.
- **Bylaws: Establish a Subcommittee:** *Ms. Roth* stated there was no update to report.
- **Next Meeting Date: April 25, 2018:** The next meeting date of Wednesday, April 25, 2018 at 1:00 P.M. was confirmed.

**D. CONSERVATION: New Road Corridor Management Plan Update**

*Mr. Ennis* stated the management plan addendum was received from Ms. VanGilder for review.

*Ms. Vaughan* thanked City Manager Ann Marie Townshend and Mr. West for all their work on the document. Mr. West stated he and Ms. Townshend did a review of work prepared by a team of authors including editing to anticipate the issues that will be needed for discussion when reviewed by the City and County. *Mr. Ennis* stated Mr. Hahn and Ann Gravatt, both of DeIDOT and not residents of Lewes, made significant contributions to the document throughout the multiple stages.

*Ms. Erickson* stated review of the document is an agenda item for the April 9<sup>th</sup> meeting of Mayor and City Council (MCC). *Mr. Hahn* stated a pre-draft copy was provided to MCC last month. The version of the document being provided to MCC later today or tomorrow morning will contain additional information and explanation on understanding the purpose, recommendations, and strategies behind New Road.

*Councilman Reardon* questioned the objective of presenting the document to MCC. *Mr. Ennis* stated the objective is to obtain reactions to the document from MCC on their thoughts and ideas to proceed with further update to include these ideas, corrections, or adjustments.

*Mr. Hahn* stated the planning process for approval of the amended draft includes:

- Approval by MCC in terms of strategies and recommendations for the amendment to the existing CMP
- County would review for approval; did receive the original dated 2015

- DeIDOT would review for approval
- Public input, including public meetings, is needed after internal review

*Councilman Reardon* stated the content is all in the County with very little within the City limits or in control of MCC. A review is needed by Todd Lawson, Janelle Cornwell, and Jennifer Walls for their comments before being presented to MCC for endorsement. There is a concern that the County may feel the City is telling them what to do and would jeopardize the relationship between the City and County.

*Ms. Roth* stated there are sections of New Road included in the City limits. Also, is Councilman Reardon requesting the Committee share a document with the County for approval that the City has not seen first.

*Councilman Reardon* answered that what he is suggesting is to have a conversation with Mr. Lawson, Ms. Walls and Ms. Cornwell for their thoughts, not endorsement.

*Mr. Tyler* stated the document can be presented to MCC for information and review only with no request for approval.

*Mr. West* stated the Committee does have a representative from County Council. Have there been comments from the County since a large part of the impact of New Road corridor and issues expressed in the document are in the County. *Ms. Vaughan* stated Todd Lawson spoke to Ms. Walls about his review of the original document and his advice was to wait.

*Mr. Ennis* asked Councilman Reardon if his concern is that the document would interfere with the positive relationship between MCC and County Council. Councilman Reardon stated this is his concern. The document is more land use than corridor management, and this information should be presented to whomever is doing the Comprehensive Plan for their consideration.

*Mr. Ennis* stated there has been substantive discussion between State officials and members of County government with feedback from the County level as to whether this is on a good track. This has also been discussed with some members of County Council to try to provide them with the knowledge that this is a team approach. Members of the State team representing the greater Lewes area have also had meetings and discussions with members of County Council to develop a team approach.

*Councilwoman Osler* stated she has not seen the document and is not clear what MCC will be asked for at the meeting Monday. *Mr. Ennis* stated this is a committee of the City of Lewes and should be responsive to Lewes first without exceeding our jurisdictional authority by doing too much advanced discussion. The discussions with the State legislative team and members of County government have been on the general topic and not the document. The meetings have included discussion of the issue of land outside of Lewes and the possibility of protection and preservation of the land. The Committee is not trying to do anything that would interfere or disrupt a positive relationship between the City Council and County government.

*Councilwoman Osler* questioned how the protection and preservation, development or not development of land outside Lewes relate to the mission of the Byway Committee. *Mr. Hahn* stated the area is directly along a byway intrinsic resource including the views, environmentally-sensitive areas, potential archaeology area which have all been identified and stated in the current and original CMP.

*Mr. Hahn* explained the hope of the Committee is to brief MCC and provide the information to show what the Committee is doing to protect, preserve or program-out areas along the byway. Because the emphasis was on New Road, it was appropriate to present new strategies or approaches toward the particular area needed to be targeted for byway management. It is appropriate to brief MCC about what is in the CMP with the recommendation to present to Sussex County Council for their feedback. The programs and recommendations are planning strategies, not mandates. The CMP should be viewed as a Comprehensive Plan for the byway with good recommended strategies and approaches to concentrate the byway efforts on New Road. The request for MCC on Monday is to endorse the plan and then to be forwarded to Sussex County.

*Ms. Roth* stated it is important for MCC to be aware of what the Committee is doing including to have the opportunity to review the document for their comments and concerns.

*Mr. Ennis* stated it is important to note that there are no topics in the addendum not included in the original plan that was approved by MCC. The suggestion is to provide MCC the amended document before Monday night for review to provide their comments and input without a deadline.

*Mr. Hahn* stated the 'action plan' would include taking the recommendations to review to decide what can be completed realistically.

*Mr. Spelman* stated whatever happens on New Road will impact the City significantly, whether it is in the County or City limits.

**ACTION:** *Ms. Roth made a motion to approve the amended New Road Corridor Management Plan to be forwarded to Mayor and City Council for consideration recognizing it will not be a final document but the current version in the current form; Ms. Boswell seconded the motion, which passed unanimously.*

## **B. TRANSPORTATION**

- **Canal Bridge Plaque:** *Mr. Hahn* stated there was previous discussion about the plaque for Bridge #3-154 Savannah Road Bridge over Rehoboth Canal with the logo for DeIDOT and Lewes. Also, having the Lewes Byway insignia on the bridge to represent it as part of the byway corridor. There are no plans now for the bridge plaque, which would be partially paid for by the Committee and be a regular DeIDOT plaque without the byway logo.

After discussion, it was decided to postpone the bridge plaque.

- **TAP Project:** *Councilman Reardon* reported there was a meeting with the designers to review plans to include:
  - 5-foot bike lane on the commercial side
  - 10-foot travel lane
  - 8-to-10-foot shoulder for bikes and pedestrians
  - Move stripes from American Legion Road to bridge
  - Walkways at American Legion Road
  - Piano key-style crosswalks across Savannah Road and Massachusetts

*Mr. Hahn* stated the public workshop meeting by DNREC to discuss having the rail line being converted to a multiuse path connected to American Legion Road was rescheduled due to snow.

*Mr. West* stated the gravel stops before the rail line at American Legion behind the wastewater plant with plans by DNREC to make the connection there.

The meeting has been rescheduled for April 19<sup>th</sup> from 4:00 P.M. to 7:00 P.M.

- **TID:** *Mr. West* reported the City's subcommittee is still evaluating the assumption report and the proposed Lewes TID boundary. The next step is to review the map suggestions and document to then meet with the project manager of DeIDOT to review the suggestions.
- **New Road Transportation Master Plan:**
- **Minos Conaway/Orchard Road DeIDOT Plans:** *Mr. Ennis* reported discussions continue around the topic of New Road. Right now, there is no current model for the Master Plan to be proposed with the concept expected in the next six months.

*Councilman Reardon* stated Ann Marie Townshend sent a letter on behalf of MCC to DeIDOT. There will be a review of projects, including Minos Conaway/Orchard Road, with someone from DeIDOT at the MCC meeting on Monday. There will also be discussion of the Wescoats project and traffic volume after the improvements are completed.

*Mr. Hahn* stated it is important for the CMP addendum proposed to be part of the topic agenda for DeIDOT to be aware New Road is one of the roads to be improved. There have been conversations with Lewes in Bloom regarding opportunities to enhance 'green areas' in the Wescoats project.

## **C. MARKETING**

- **Byway Brochure:** *Mr. Hahn* reported the 10,000 brochures will be ordered at a cost of \$1,500 with 20% to be paid from Byway; DeIDOT's portion to be paid is available; brochure could be made available on City and Chamber of Commerce websites; *Mr. West* will check on a location for storage; invoice submitted for Byway payment.

- **Website to Support Brochure:** *Mr. Stuart* reported electronic forms of brochures were reviewed in November 2017; Lewes' story map is currently online; will work to develop the electronic brochure with key features to include historic landmarks, landscape, and overviews.
- **Byway Signs:** *Mr. Stuart* provided prototypes of the signs with two versions available: 24" x 24" to be placed at gateways and junctions along the byway; larger 30" x 24" to be placed at gateway to be more visible.

A map was also provided to show proposed locations for placement of the 13 signs. The minutes of February 28, 2018 state the signs inside Lewes would measure 24" x 18".

*Mr. Hahn* stated the map shows the sign count and the preliminary layout of the key location areas which was submitted to Representative Smyk to allocate funds from the CTF; requested two extra signs; waiting for confirmation of estimate from DelDOT traffic; estimate \$160 to \$180 per sign.

*Ms. Boswell* questioned the size of the City signs as stated in the minutes and the vote to approve. Also, will there be advanced notice for installation of the signs.

Discussion included:

- Confirm size of signs will be 18" x 24" inside the City; 30' x 24" outside the City
- Sign placed at the entrance to the City limits at the railroad crossing on Savannah Road
- Add the byway signs to the four 'welcome' signs at the City's borders
- Auto Tour considered the key turning areas for the entrance or exit points of a byway
- Arrows to indicate turns to remain on the byway road
- No sign would be permitted at the ferry exit road

- **Wine/chocolate Fundraising Event: Dave Stuart:** *Mr. Stuart* asked for discussion and comments on fundraising ideas stating there has been fundraising for the byway logo and slogan last year through donations to Greenways (501-C3) to help pay expenses. This is a public funding source coordinated by Ms. Roth.

Another suggestion would be an open-house event, charging admission, providing entertainment, and possibly chocolate tasting. Because of the expenses, there is usually not much money made at these events. The admission cost also needs to be considered. The City has raised money in the past by beautification features and enhancements.

*Mr. Ennis* suggested coordinating an event with Dogfish Head.

*Ms. Boswell* stated Dogfish Head will have the brochures in their lobby, they are always willing to share what is happening in Lewes with their guests and may consider being a sponsor.

*Ms. Roth* discussed the goal of an event; importance of letting people know what the money is for; spending money wisely; question why the available Byway Committee money has not been spent when additional money is being requested.

After discussion, it was decided the Committee will consider options, but no fundraising event is needed at this time.

*Mr. West* stated it would be useful to have copies of the CMP—possibly a summary—available when meeting with developers or property owners since the funds are available.

#### **D. CONSERVATION**

- **Design Guidelines:** *Ms. Boswell* stated there were no new reports at this time.
- **New Road Corridor Management Plan Update:** Previously discussed at beginning of meeting.
- **Open Space Preservation/New Road:** *Ms. Vaughan* reported a representative from the State came to look at New Road and the possible impact of development. Also present was a former representative from DNREC and Dan Griffith.

*Ms. Vaughan* reviewed the discussion including:

- Impact on the Great Marsh and New Road are not only local issues, but will have Statewide implications
- The \$1,000,000 still in the Open Space Council may soon be designated to be used for another location

- Open Space Council will meet Friday, April 6<sup>th</sup> with a beginning session for the public to speak followed by executive session; waiting for their decision on Friday
- **Sussex County Comprehensive Plan:** *Mr. Hahn* reported he previously provided comments regarding the Sussex County Comprehensive Plan that are being considered and implemented consistent with the overall byway program. Some of these comments were to do with signage.

#### **E. NEW BUSINESS**

- **Thoughts about New Members:** *Mr. Ennis* stated Ms. Vaughan has submitted her resignation from the Committee and asked for suggestions from everyone for new members to be sent to Mayor Becker.

Mr. Hahn discussed the following new business concerning land use proposals impacting byway roads:

- Proposed Home-to-Suites by Hilton on Route 1 with access to Savannah Road; this is in the PLUS process
- Wescoats realignment with Lewes in Bloom
- Mitchell Farm for medical offices fronting Gills Neck and Kings Highway; 362 single-family homes with proposed access points from Gills Neck and another from Kings Highway
- If entrance is combined with the Preston Schell proposal, there may be a traffic light installed

*Mr. West* stated the zoning change has been approved for the section of the Schell property on Kings Highway with conceptual plans submitted but not the site plan. Preston Schell has been advised to meet with DeIDOT regarding the Kings Highway Master Plan. The zoning request for the other section of the property on Savannah Road is on hold with plans for a boulevard between the two properties. There is another zoning change request for the property across from Dairy Queen with two byways there that intersect. The applicant has also been advised to contact DeIDOT regarding access issues.

*Mr. Ennis* stated maps provided at the Five Points meetings do not show the railroad right-of-way at Donovan Smith Mobile Park thru to Nassau underpass as being State-owned land.

*Mr. Hahn* stated this may have just been a mistake.

**ACTION:** *Ms. Boswell made a motion to adjourn; Mr. Stuart seconded the motion, which passed unanimously.*

The meeting adjourned at 4:00 P.M.

Respectfully submitted;

Jackie Doherty, Recording Secretary  
Historic Lewes Byway Committee