

HISTORIC LEWES BYWAY COMMITTEE
Regular Meeting Minutes
June 27, 2018

The regular meeting of the Historic Lewes Byway Committee was held on **Wednesday, June 27, 2018 at 1:00 P.M. in Lewes City Hall** in accordance with proper notification with the following present: David Stuart, Dave Ennis, Sally Boswell, Mike Hahn of DeIDOT, Joe Hoechner of the Lewes Planning Commission, Nina Cannata of Greenways and Trails Committee, City Planner Tom West, and Recording Secretary Jackie Doherty.

Others present included: Barbara Vaughan, Jay Tomlinson, Theresa Colombo, Francis Murphy

In the absence of Chairwoman Gail Van Gilder, David Stuart conducted the meeting stating since there is no quorum today, there will be no voting on the agenda items discussed.

Mr. Stuart called the meeting to order at 1:00 P.M. stating the agenda posted June 20, 2018 will be followed today.

A. ADMINISTRATION

- 1. Approval of minutes May 31, 2018:** *Mr. Stuart* stated approval of the May 31, 2018 minutes would be deferred until the July 25th meeting. The minutes from April 25, 2018 also need to be reviewed for approval.

Mr. Hoechner submitted corrections to the May 31, 2018 minutes for review at the July meeting.

- 2. Next Meeting Date:** The next meeting date of **July 25, 2018 at 1:00 P.M.** was confirmed.

B. TRANSPORTATION

1. TAP Project

Mr. West reported for Councilman Dennis Reardon stating there are no new reports for today. A meeting is scheduled with WRA in July for review and presentation of the design phase of the project.

Mr. Hahn stated this is not really a TAP project and not under the TAP-funded program. A recommendation can be made at the next meeting to name it the Savannah Road Project.

Mr. West stated he and City Manager Ann Marie Townshend met last month with DNREC to discuss the trail extension from the park, Cape Henlopen Drive, to the railroad bed, across Freeman Highway to American Legion and Savannah Road. The 20-foot not paved from American Legion to the railroad bed will need to be improved. *Mr. West* continued stating DeIDOT is reviewing property ownership in the area with the time for completion planned for the same time as the Savannah Road improvements.

Mr. Hahn stated there was a grant received by the City for a portion of the overlook that was part of the original TAP or Master Plan for Savannah Road; this is considered a separate project. *Mr. West* stated this is not considered part of the Bicycle and Safety Project or DNREC Trail Extension Project but does fit-in with everything; WRA is reviewing the options including not having the overlook at the corner of American Legion and Savannah, as was planned in the original TAP Project, but at the railbed approaching the trail because it is considered by DNREC to be a more appropriate environmental place; plans are not confirmed and will continue to be discussed.

Mr. Stuart stated there were plans for parking at the American Legion location and questioned if parking will be planned for the railbed location. Also, are there preliminary overhead designs for the trail. *Mr. West* stated parking will probably not be planned for the railbed location. There was a workshop for the plan update of Cape Henlopen State Park and the connections were shown with Junction Breakwater and Savannah Road proposed trails. These are available on the DNREC website.

2. New Road Master Plan

- a) Event Discussion & Planning:** *Mr. Ennis* reported the plan was for an event at the New Road area to complement the Corridor Management Plan (CMP) kickoff with Jim Klein sometime in late July. Because Mr. Klein has a conflict with the late July timeframe, plans now are for the event to be in August. Barbara Vaughan

has been working to inform State officials of the importance of this preservation effort.

Mr. Ennis stated Ms. Vaughan has sent a copy of the PLUS response that was sent to the developer for the housing project on the Groome property. There are five different projects planned for New Road at this time. Discussions have provided a precaution to developers that the Route 1 DeIDOT Minos Conaway and underpass at Nassau projects will become big-ticket costs for any development on New Road. The PLUS report states the Minos Conaway Project estimated cost is \$32M with a small portion provided by developers. It is important for the developers to know about these discussions with DeIDOT and what their obligations will be toward the project.

Mr. Hahn stated it is important to know when Mr. Klein will begin work.

b) Funding for Technical Assistance by Byway Committee (Vote Needed): Voting was deferred due to lack of quorum.

Mr. Ennis discussed an email correspondence from Mary Roth explaining the work order to be followed by Jeff Greene. Discussion at the May meeting included a contract for Mr. Greene's payment to assist Mr. Klein. Delaware Greenways, Ms. Roth and Mr. Greene are affiliates, decided they did not want to have money paid for the work. Mr. Greene will be paid by Delaware Greenways for his time with Mr. Klein to be considered a gift to the Lewes Byway.

Mr. Hoechner questioned why the PLUS Report refers to the New Road Master Plan (NRMP) and the CMP when these have not been finalized. *Mr. Hahn* stated the PLUS comments refer to the NRMP and not the CMP, which does indicate master plans would be needed for other byway roads. This is one reason why it is important for Mr. Klein to begin work soon to develop the NRMP.

Mr. West spoke of the suggestion to have the NRMP put into the Sussex County Comp Plan, even though it is not finished, and the importance of the work on the byways being incorporated into the Comp Plan. All comments from this Committee should be sent to Sussex County Council.

Mr. Hahn stated he will be sure the NRMP is included in the PLUS comments.

C. MARKETING

1. Byway Brochure

Mr. Hahn reported he brought the 10,000 brochures with him today to be stored in the attic here at City Hall. Discussion is needed to decide who will be in charge of distribution and an inventory count. The information on DeIDOT and the City's websites are located on the back of the brochure.

Ms. Boswell stated the plan is to first deliver to the businesses and residents on the byway roads. *Ms. Cannata* suggested having the brochures on the bike racks. *Mr. Stuart* stated the Lewes Historical Society and Chamber of Commerce need to be contacted also for distribution. The Byway Committee website has a video tour of all the byways in the State with 36 roadmap representations.

There was discussion regarding the location shown on the brochure map of the Great Marsh, the Groome property, and protected open space areas.

2. Byway Signs Update

Mr. Hahn stated the signs were ordered with installation scheduled to begin July 1st. Now that the event is changed to August, a sign may be available for the event.

Ms. Cannata stated Lewes Historic Greenways signs were installed a few years ago with the help of DeIDOT. Inventory of the signs is being taken now for additional installations. Also, American Discovery Trails signs are going to be re-installed. Could there be coordination for placement of the signs to prevent sign pollution. There are plans to add signs at the Junction Breakwater Trail and DNREC will be contacted.

Mr. Stuart stated there are a few directional signs along the Junction Breakwater as the trail crosses Gills Neck Road and at Freeman Bridge.

Mr. Hahn stated there was a DeIDOT meeting last week with Southern Delaware Tourism to introduce a unified sign system on Route 1 to help reduce the repetitive signs. Future plans include Lewes and Rehoboth to adopt the unified sign system to help remove many of the signs from the streets and trails.

Mr. Ennis stated there is a new DNREC trail sign located in the parking lot for the boat ramps on Pilottown Road.

D. CONSERVATION

1. Design Guidelines

Ms. Boswell reviewed the report from *Mr. Tatman* stating:

- He will be contacting I.G. Burton to set a date for presentation to Sussex County Council on the Design Guidelines Program
- The County is preparing a letter of support and endorsement for the Committee when meeting with developers involved with properties on the byways located in the County
- Met with Schell Brothers to discuss the byways and the proposed development that will impact Kings Highway and Savannah Road
- *Mary Roth* has prepared a draft letter to send to byway businesses and property owners to be approved at the July meeting; a copy of the brochure will be sent with the letter

Francis Murphy, New Road, questioned the purpose of the letter.

Ms. Boswell stated many businesses and residents are not aware they are located on a byway road. This information will coincide with the installation of the signs, introduce the program, encourage property owners to protect the features that are part of the byway program, and direct them to the website for more information.

Mr. Hahn stated the purpose of the letter is to also inform property owners and businesses that there is a current Kings Highway Master Plan and one is being developed for New Road.

2. Landscaping Partnerships

Mr. Stuart stated there was discussion at the June meeting regarding Lewes in Bloom being asked to maintain landscaping in conjunction with the byways but were not able to accept because they only work within the City.

Mr. Hahn discussed the planned DeIDOT transportation projects that will include landscaping along byway roads in the median and State right-of-way. Because DeIDOT will not maintain landscaping, partnerships and sponsorships will be needed.

Ms. Boswell spoke about the importance of using native plants and rain gardens along the roadways and places we can control to help keep from extinction. *Ms. Cannata* stated DeIDOT is working to create butterfly habitats along the roads.

Mr. Tomlinson suggested the Homeowners Associations with landscaping adjacent to their developments could be responsible for the maintenance.

Mr. West discussed the abandonment of rail lines creating areas that DeIDOT wants to maintain as an open right-of-way. An inventory is needed of all the areas to be maintained.

Mr. Stuart also discussed the need for using native plants and how this will help with long-term maintenance. These can also be used as an educational feature to show what was here originally.

Ms. Boswell stated *Mr. Schell* was very willing to cooperate in maintaining the median in the area of the development on Kings Highway that will be part of the byway.

Mr. Ennis spoke of the importance, as was stated in an article by the University of Delaware, to consider the loss of habitat and extinction of certain species of insects and plants.

Mr. Stuart stated this will be an agenda item for July to continue discussions on where to have the landscaping and how it will be maintained.

3. **Create Committee to Form Partnerships for Maintenance and Open Space Preservation for New Road:**
Included in discussion of Agenda Item D-2.

E. PLANNING

1. Sussex County Comprehensive Plan

Mr. West stated Sussex County Council had their last workshop meeting this week to submit the draft to the State sometime in July for review in August. The goal is to have it adopted this year. The City has been monitoring the chapters on future land use, mobility, conservation, and community design for an official review. The issues of density calculations, clustering, buffers, resources to be protected, and number of units allowed are being considered to be appropriate in some areas and not others.

F. NEW BUSINESS

Mr. Stuart stated the finance report will be reviewed in July.

Mr. Hahn reported the Five Points Workshop Group met on Monday to decide which of the 100 recommendations would be carried forward. He will send everyone an email with a summary for further discussion at the July meeting.

Mr. Ennis suggested speaking to the Department of Agriculture about partnering with the Byways Committee to emphasize the importance of land protection and will contact them for further discussion at the July meeting.

Mr. Stuart adjourned the meeting at 2:45 P.M.

Respectfully submitted,
Jackie Doherty, Recording Secretary
Historic Lewes Byway Committee