

HISTORIC LEWES BYWAY COMMITTEE
Regular Meeting Minutes
August 22, 2018

The regular meeting of the Historic Lewes Byway Committee was held on Wednesday, August 22, 2018 at 1:00 P.M. in Lewes City Hall in accordance with proper notification with the following present: Chairwoman Gail Van Gilder, Mary Roth, Russ Tatman, Jeff Greene, Mike Hahn of DelDOT, Joe Hoechner of the Lewes Planning Commission, Mike Costello of Sussex County Planning and Zoning Office, City Manager Ann Marie Townshend, City Planner Tom West, Planning Consultant Savannah Edwards, and Recording Secretary Jackie Doherty.

Chairwoman Van Gilder called the meeting to order at 1:00 P.M. stating due to the lack of a quorum, there will be no voting on agenda items for today.

A. ADMINISTRATION

1. POSTPONED: Approval of Minutes: April and July

Mr. Tatman noted that there was no mention in the July minutes of when he and Ms. Van Gilder appealed to everyone for support of Delaware Greenways. *Mr. Tatman* stated he could not have completed the work needed for his meeting yesterday with I.G. Burton without the help of Ms. Roth, Ms. Boswell, Mr. Greene and Delaware Greenways. The support of the Byway Committee is so important because of all they have done for us including making Mr. Greene available and paying for his work on the master plan.

Ms. Van Gilder stated Delaware Greenways has supported the Committee for many years and she could not have completed her work without their help. A plan for some type of recognition will be an agenda item for the meeting in September.

Ms. Van Gilder & Mr. Tatman spoke of the importance of having all reports and presentations documented with the City to be part of the record and to be available for review when needed.

Mr. Greene stated he created an archive on the Delaware Greenways server starting in 2012 of the minutes, presentations, and reports for the Committee. Many of these files are included in the appendix of the Corridor Management Plan (CMP) and date back to when this was an ad hoc committee.

Mr. West suggested having a subcommittee to organize the documents.

Ms. Roth stated the documents, but not the minutes, are posted publicly on the Delaware Greenways website.

2. Finance Report: Mary Roth

Ms. Roth reported the account balance remains the same at \$12,500; \$178 remains in Delaware Greenways restricted fund to pay for the brochures. *Mr. Tatman* suggested having the money in an interest-bearing account. *Ms. Roth* stated this would be a question for the City since they hold the money. Ms. Townshend stated she will check with the finance department.

3. Next Meeting Date:

The next meeting date of **September 26, 2018 at 1:00 P.M.** was confirmed.

Ms. Van Gilder stated there has been discussion about the length of the meetings which are usually kept to two hours. Would everyone be interested in meeting every other month instead every month. This will be an agenda item for the September meeting.

B. TRANSPORTATION

1. New Road Master Plan: Gail Van Gilder

Ms. Van Gilder stated the first stakeholder meeting will be tonight at 6:30 P.M. at the DNREC Building on Pilottown Road. The public will be notified of the schedule for future meeting dates. The schedule from Mr. Klein includes: Meeting in October to review and discuss initial master plan concepts Action #2; November will be a public meeting to present drawings and take public comments to refine the draft; public meeting in March to review draft with City of Lewes and Sussex County.

2. Event Planning

Ms. Van Gilder stated the press event was planned to announce to the public that the NRMP was underway with the opportunity to comment and recognize the legislators who contributed funding. Delaware Greenways will also be thanked and recognized for their contribution. A date of at least four to six weeks ahead needs to be decided to provide enough time to advertise and send invitations.

Regarding the meeting tonight, *Ms. Van Gilder* stated there will be public seating available, but it is not a publicized meeting. The purpose of the meeting is for homeowner's associations, businesses, residents and developers of New Road to have a discussion in a small group.

Because *Ms. Townshend* was called away from the meeting, it was decided to table further discussion until she returned.

3. Meetings: Discussed with Agenda Items #1 and #2.

4. Traffic Studies Update

Mr. Hahn reported there may be a slide tonight to show the locations being studied for traffic modeling including what is known about the current and future development and transportation improvements planned for the known area. The traffic modeling information is still being collected and will not be ready until late Fall early Winter; this will be discussed tonight.

5. Minos Conaway/New Road Underpass

Mr. Hahn stated The Minos/Conaway Project grade-separated intersection is still under project engineer (who is currently on vacation) conceptual design. *Ms. Van Gilder* stated the Byway Committee should be involved in this early design to request context design. *Mr. Hahn* stated there are issues with context-sensitive designs including: Extra Costs, right-of-way impacts, and maintenance agreements. The Committee along with Mr. Klein could send a letter to DelDOT and attend the public workshop meetings where comments are heard.

Ms. Van Gilder stated Mr. Klein will provide enhancements and context-sensitive design information to work with DelDOT and the project engineer.

Mr. Hoehner spoke of the plans for the Lewes Senior Center expansion and the impact of their footprint at the underpass.

6. Context Sensitive Design: Discussed in Agenda Item #6.

C. PLANNING

1. Sussex County Comp Plan Update

Mr. West stated a letter has been drafted from Lewes to be sent to respond to the County's request for input from the regional municipalities as part of the review process. Comments on the Comp Plan final draft from June included: Land use; mobility; housing; regional planning; environmentally-sensitive development area in Town Center being renamed coastal areas; buffers; wetlands.

Mr. West continued stating a suggestion from Lewes is to have an alert for developments happening outside the City. This would include the City also alerting if there is something that would impact the County. The Lewes Comp Plan mentions working together with all municipalities along the coast to provide a variety of housing including workforce housing. Discussions continued regarding Cape Henlopen TID; include the Lewes TID in the Comp Plan because it is not mentioned in the draft, suggestion for a master plan; traffic projected volume maps do not list Kings Highway from the City out as being at capacity or above capacity with projected future land use.

Mr. Costello stated County Council has been talking about density, housing and the high-priority concerns to be included in the Lewes letter. These items will be placed on future meeting agendas and are also considered high-priority by Council.

2. Annexation Plans on Byway Roads

Ms. Van Gilder stated she sent everyone the annexation ordinance for review. *Mr. West* sent additional information including the map from the Comp Plan showing annexation areas. It is important to understand, regarding the byways, the zoning changes as developments and annexation takes place.

Mr. West stated on Monday, Mayor and City Council passed the addition of a residential planned community zone to the other annexation zones approved in May. *Mr. West* spoke about the annexation process; cluster zoning options #1 and #2 with formulas for open space percentage; building in floodplain areas; density; open space design criteria; wetlands and buffer calculations in the County and how it applies to the annexation zones.

Mr. Costello stated the County allows a developer to increase density if a certain percentage of the building is marketed as affordable housing. Also, the calculations for wetlands and buffers are being addressed to remove wetlands from the calculations to be preserved for open space.

Mr. Greene stated the concern of the Byway Committee is to preserve viewshed corridors. When negotiating with developers regarding quality of open space, is viewshed discussed as one of the options.

Mr. West stated this should be included in the master plan to later be added to the ordinance with open space design criteria, buffering, landscaping and screening.

B. 2. Event Planning: *Ms. Townshend* returned to the meeting and discussion resumed.

Ms. Roth questioned since there will be public presence at the stakeholder meeting tonight, will the results of the meeting be a way to share the information by a press release. The formal announcement and event could follow around the time of the public meeting in November. This will help to build awareness of the NRMP.

Ms. Townshend agreed a press release will follow tonight's meeting.

Mr. Tatman suggested instead of having a formal event the two representatives being thanked attend the Mayor and City Council meeting to be sure it is all in the newspaper. Another suggestion is to invite Mayor Becker, a representative from the County, I.G. Burton and the press to attend a Byway Committee meeting.

After discussion, everyone agreed there will be a press release after tonight's meeting with a plan to follow for the formal event in November. *Ms. Van Gilder* will check with *Mr. Klein* to schedule the date of the November meeting.

D. CONSERVATION

1. Design Guidelines

Mr. Tatman reported there was a presentation yesterday to Sussex County Council thanks to Delaware Greenways, *Ms. Roth*, *Ms. Boswell* and *Mr. Greene*. The comments from I.G. Burton were positive and encouraging. The instructions from *Todd Lawson* were to not ask for endorsements but for future considerations working with Councilman *Burton*. *Ms. Roth* has provided the draft letter to be edited by *Ms. Boswell* and sent to everyone for comments to be completed and sent as soon as possible.

Mr. Hahn stated Councilman Burton questioned the economic benefit of the County endorsing a byway-designated road to the area. Do tourism opportunities add to the State economy; there are statistics that show bike paths increase property values, is this the same for a byway-road property. *Ms. Van Gilder* stated information is available in Scenic America. Living along a scenic byway does help when marketing a property.

Mr. Tatman stated because no one was there from the Cape Gazette, he took the information to their office including his opening remarks, preliminary report given to Council, the PowerPoint Presentation and will be speaking to the reporter soon.

Mr. Tatman stated the next steps include: The letter sent to the public; ask certain developers and businesses to join the design subcommittee to begin meetings; begin speaking to people about the landscaping needed on the byway roads.

2. Presentation of Existing Open Space/Dunes on Cape Henlopen Drive

Ms. Van Gilder stated review by the Committee is needed because this is considered a byway natural resource and there has been discussion by the Parking Committee to remove the dune to allow parking in the area.

Ms. Townshend stated this has only been a discussion, and the City is concerned that the renovated restrooms there will not be able to handle the additional daily usage.

Discussion today included:

- Other options available for the approximately 20 days that the streets near the beaches are impacted;
- Management of beach parking as part of the Corridor Management Plan;
- Jolley Trolley, parking permits, shuttles;
- 2013 Traffic Management Plan;
- Safe options using the Cape Henlopen trail and Savannah Road bike project when completed.

Ms. Boswell sent a letter by email speaking of her concerns about preserving the dune stating it is a living thing including the root system below the sand and the many years it takes to be created. The letter also contained information to be shared with the City and the Committee. *Ms. Roth & Mr. Tatman* both stated this is a problem that does not need to be solved at this time.

Ms. Van Gilder stated any decisions or action will be deferred until the other members of the Committee are present.

3. Landscaping Maintenance/DelDOT Project at Orchard Road/Savannah Road

Mr. Hahn discussed the need for sponsors for enhancement projects to include installation and perpetual maintenance depending on what DelDOT considers. This will be a topic for discussion at the meeting tonight.

E. MARKETING

1. POSTPONED: Website to Support Brochure: Dave Stuart

2. Byway Signs

Mr. Hahn presented the 24 x 24 completed sign to be brought to the meeting tonight. The plan is to have the signs installed in the next 90 days. *Ms. Van Gilder* stated she would like to present the signs and the design guidelines together at the press conference for New Road in November. *Mr. Tatman* agreed.

F. NEW BUSINESS

1. New Members

Ms. Van Gilder stated new members are needed to take over for Barbara Vaughan and Mike Tyler. There will be discussion with Mike DiPaolo regarding a representative for historic preservation.

Mr. West reviewed the development proposals being presented that may impact byway roads and viewsheds including: Zoning approval for the Beebe plan on Savannah Road; Showfield will present a preliminary plan in the next few weeks; zoning change was approved for 203 Savannah Road to residential; meetings for preapplication for the 10 acres canal side off Pilottown Road for 11 single-family homes; Brittingham property annexation. There is concern about the Pilottown Road property being located in the floodplain with wetlands on the property.

Ms. Townshend stated the annexation process includes annexation and zoning with no site plan for the development required. The Lewes Planning Commission process will determine how the property is developed.

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

The meeting adjourned at 3:15 P.M.

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