

HISTORIC LEWES BYWAY COMMITTEE
Regular Meeting Minutes

September 26, 2018

The regular meeting of the Historic Lewes Byway Committee was held on **Wednesday, September 26, 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, Dave Ennis, Dave Stuart, Jeff Greene, Mike Hahn of DelDOT, Joe Hoechner of the Lewes Planning Commission, City Councilman Dennis Reardon, Mike Costello of Sussex County Planning and Zoning Office, City Planner Tom West, Planning Consultant Savannah Edwards, and Recording Secretary Jackie Doherty.

CALL TO ORDER: *Chairwoman Van Gilder* called the meeting to order at **1:00pm**

A. ADMINISTRATION

1. Approval of Minutes:

ACTION: *Ms. Roth made a motion to approve the regular meeting minutes of April 25, 2018 as presented; Ms. Boswell seconded the motion, which passed unanimously.*

ACTION: *Ms. Roth made a motion to approve the regular meeting minutes of July 25, 2018 as presented; Mr. Stuart seconded the motion, which passed unanimously.*

2. Finance Report: *Ms. Roth* reported the account balance remains the same at \$12,500. *Ms. Roth* will check with Ellen Lorraine McCabe regarding an interest-bearing account.

3. Next Meeting Date: October 24, 2018

Ms. Van Gilder suggested the time for the October 24th meeting be changed to 3:30 P.M. because Jim Klein would be able to attend before the New Road Master Plan (NRMP) meeting at 6:30 P.M. Mr. Klein would like to review the presentation from the last NRMP meeting. This would be a good opportunity for the Committee to have discussion with Mr. Klein and Mr. Greene to include the traffic study.

Ms. Roth is concerned about the amount of time during the meeting being taken for the PowerPoint Presentation by Mr. Klein. Also, the regular meetings need to be public noticed and the purpose of the NRMP meeting is for the stakeholder group with the public giving comments at the end.

Mr. Greene suggested a review and discussion with Mr. Klein of the public comments from the last NRMP meeting.

Ms. Van Gilder stated she will discuss plans with *Ms. Roth* and *Mr. Greene* for the October 24th meeting at 3:30 possibly at the Rollins Center.

B. TRANSPORTATION

1. New Road Master Plan Update

a) Event Planning:

Ms. Van Gilder discussed the plans for the event to recognize the legislators and Delaware Greenways for the funding given with a press release, byways signs, guidelines. There was a suggestion to have this take place at the October 24th or November NRMP public meeting with the press invited.

Maryann Ennis, Harborview Road, stated many residents were not notified about the NRMP meeting because they are not involved in an HOA. The City sent letters to residents regarding the meetings for Canary Creek. *Ms. Ennis* also suggested having a seating area for the stakeholders where questions are allowed during the meeting.

Ms. Roth stated it seemed that many of the people at the meeting were there because they wanted to discuss the Groome property. Also, there was a decision made at the August meeting to recognize the legislators at the November public meeting with a press release announcement in advance by the City and the County after the stakeholder meeting. Are we now considering changing the plan for October?

Ms. Van Gilder stated this agenda item will be tabled until she speaks to Ann Marie Townshend and will also ask her about sending letters to the residents of New Road for notification of the NRMP meetings.

b) Traffic Studies Update

Mr. Hahn reported a scope of work was developed with WRA, who are one of the engineering firms for DeIDOT. The goal is late Fall to have the results. There were intersection options discussed at the public workshop meeting including roundabout vs. traditional traffic signal which does make a difference in the numbers.

Mr. Greene stated it is posted on the Minos/Conaway website that they are also waiting for the results of the traffic studies.

Ms. Van Gilder stated she sent everyone an email she received from Ann Gravatt regarding new projects proposed for the area of the New Road underpass. *Ms. Van Gilder* read the email into the record. *Mr. Klein* was sent the email also since it is important he be aware if the Committee has plans for enhancement, landscaping and green space in that area.

Mr. Hahn stated the vacant lot area under the Nassau underpass is owned by the State.

Ms. Van Gilder stated there is a New Road Volunteer Day scheduled on Saturday from 9:00 A.M. to 5:00 P.M. for an archaeological dig at the Groome property. Pre-registration is needed.

2. Minos Conaway/New Road Underpass

Ms. Van Gilder stated this is on the CIP Plan for review at tonight's DeIDOT meeting in Georgetown from 4:00 P.M. to 6:00 P.M. The Committee needs to attend to express their concerns about Kings Highway and plans for a circle at Dartmouth Drive to Freeman Highway and the need to expedite the project planned for 2023. Another part of the project is Dartmouth to the high school.

Mr. Greene stated the plan was for developers to build in pieces based upon DeIDOT's assessment of the impact. DeIDOT would then complete the boulevard and roundabout at Dartmouth with the goal to have most of the work being completed by the developers.

Mr. Ennis questioned what the status is with the TID construction. *Mr. Hahn* stated the Lewes area is still under discussion.

Mr. West stated the last meeting with Sussex County and DeIDOT was to see what agreements were needed to do a multi-jurisdictional TID. Lewes is waiting for information from DeIDOT on the overall TID that included Henlopen and Lewes. Also, the improvements on Kings Highway were based on the TIS that was done regarding Showfield. Since there are less units planned for Showfield, there will not be a new TIS.

Ms. Van Gilder spoke of a new project to be reviewed at the DeIDOT meeting today for New Road from Nassau Road to Old Orchard Road #99. *Mr. Hahn* explained that Project #99 will pickup where the Minos Conaway Project terminates at New Road. The intersection of Old Orchard and Westcoats will be extended to the railroad with developer improvements on the vacant lots. This section should be built first or second to have construction routes for the work at the Groome section and the bridge section. Discussion tonight will be a generalization of the project area.

Ms. Van Gilder stated the Minos Conaway Project will be completed before the Canary Creek bridge because it has been funded and is in design. The bridge is not on the CIP list, but is on the bridge list. This is also a question for the meeting tonight because of the concerns of traffic being re-routed during the construction. The work on the bridge needs to be expedited and Old Orchard Road needs to be completed before the underpass. The New Road section from the underpass to Old Orchard is to be widened, and we need to understand the impact on the byway landscaping. Plans need to be reviewed to ask DeIDOT to replace the large tree buffer if removed.

3. Byway Signs Update: *Mr. Hahn* reported the signs are currently in fabrication and should be installed in the next 60 to 90 days. *Ms. Van Gilder* stated a separate event needs to be planned.

D. CONSERVATION

1. Design Guidelines:

Ms. Boswell reported the letter has been drafted to be sent to residents on the byways along with the brochure. It has not been decided if the letter will be from the City, County or Byway Committee. The brochure could be from the Committee with this first letter from the City or County followed by letters from the Committee. *Ms. Van Gilder* stated she spoke to Mr. Tatman and he wants to have the City and County send the letter.

Ms. Roth stated Mr. Tatman has spoken to the County who gave positive feedback about being involved with sending the letter.

Mr. Hahn suggested having a weblink or information in the letter about the economic benefits of being along a byway for residents and businesses. This was a request from the County during Mr. Tatman's presentation.

E. MARKETING

1. Website to Support Brochure:

Mr. Stuart stated due to illness in his family, he has not been able to work on the website. *Mr. West* stated the Committee has a page on the City's website and more information on meetings and the brochure could be added. Delaware Greenways and DelDOT also have pages on their websites for the byways.

Ms. Boswell suggested working with the library to show information on the byways with a small presentation meeting planned. This may also help to interest people to volunteer.

C. PLANNING

1. Sussex County Buffer Ordinances

Mr. Costello stated the County Council is waiting on the recommendation from the Planning and Zoning Commission and it is not on the agenda for a vote. The question is if the wetlands should be allowed in the calculation for units per acre for density. Mr. Costello will be sending the Committee the information on meetings when this will be discussed.

Mr. Costello stated there will be a workshop meeting Tuesday, October 16th at 9:30 A.M. on the Comp Plan recommendations from the State.

Mr. Reardon stated there was a workshop meeting on wetland buffers last week with Planning and Zoning and County Council. It seems that they are not ready to make a recommendation.

2. Annexation Plans on Byway Roads

Mr. West discussed the two proposed annexations: Brittingham property (30 acres) on New Road and a small property on Savannah Road (1/2 acre) that will be part of the Beebe proposed development. Both are scheduled for public hearing on October 9th at 5:00 P.M. and to Mayor and City Council for a vote on October 15th at their regular meeting.

Mr. Ennis spoke about a resident outside the city who is a friend of the committee and an advocate for open space who received a rebuttal on his website from the Brittingham family. Mr. Ennis read this into the record. The message stated the Brittingham's plan for the property is 12 estate-size lots with open space and not for 90 townhouses as reported.

Mr. Hahn stated the engineer or developer came to DelDOT with a pre-submittal for 90 units on small cluster lots and this is the only submission to date. *Mr. Reardon* stated a letter of authorization from the Brittingham family LLC, owners of the property, was submitted to the city and they were aware of the concept being presented.

Mr. West reviewed the requirements for open space in the annexed areas including cluster provisions.

D. CONSERVATION

2. Landscaping Maintenance /DeIDOT Project at Orchard Road/Savannah Road and Sponsor needed.

Mr. Hahn stated sponsors and maintenance provisions are needed to submit to DeIDOT for projects including the private developments planning landscaping in the right-of-way. It is also important for *Jim Klein* to include this information in the NRMP for it to be conveyed to *Mr. Costello*. *Mr. Hahn* will check for previous costs and sample agreements.

Ms. Van Gilder requested someone to work on finding a sponsor for the Orchard Road design at Savannah Road including the roundabout.

ADJOURN: *Ms. Boswell* made a motion to adjourn at 3:00pm; *Mr. Stuart* seconded the motion, which passed unanimously.

Respectfully submitted,

Jackie Doherty, Recording Secretary
Historic Lewes Byway Committee