

The City of Lewes



City Manager's Report

December 2018

Construction Progress

There are a number of significant construction projects underway in Lewes. City staff have participated in progress meetings on these projects.

- Mariners Retreat/Highland Acres Tax Ditch Improvements – Progress meetings were held on both the tax ditch and Mariners Retreat project. Funding is in place for the completion of the tax ditch project. The pipe has been ordered, and the project should be completed in early 2019. Site contractors have been working on infrastructure at Mariners Retreat. We expect to begin receiving building permit applications for homes in early 2019.
- Savannah Place Sanitary Sewer Extension – This is a Lewes Board of Public Works project to extend sanitary sewer to Savannah Place. Reconstruction of Savannah Circle will be completed as part of this project. Teal Construction will begin the construction in early 2019.
- Streets Department Break Room – EDiS has made significant progress on the Streets Breakroom. Completion is expected in late February.
- Beach 2 Restroom – Willow Construction has completed the interior demolition at the Beach 2 Restroom. The project is progressing, with completion expected in late March.
- Front Street Sewer/Savannah Road Water Main Project – In anticipation of resuming and completing the sewer project on Front Street and the water main project on Savannah Road, the Board of Public Works held a meeting with downtown merchants on December 18th. The Board also held a special meeting on December 27th and approved an incentive for Teal Construction if the project is completed ahead of schedule.

Land Development/Annexation Activities

Staff continued to work on reviewing development projects and comprehensive plan implementation during December.

- Mayor and City Council held a workshop on December 11, 2018, to discuss development of workforce housing on the portion of the Beebe parcel that has been rezoned to R-5. Preston Schell, Karen Horton from the Delaware State Housing Authority, and Helen McAdory from the Diamond State Community Land Trust participated in the workshop.
- Staff has worked, along with BPW and GMB engineering staff, on review of the Fishers Cove subdivision application. The applicant submitted the revisions necessary, and the initial review by the Planning Commission is tentatively scheduled for February 7, 2019.
- Settings Properties filed a major subdivision application for the Brittingham Property. The project name is Lewes Waterfront Preserve. City staff, along with BPW and GMB, are in the

process of reviewing the application. Initial review by the Planning Commission is tentatively scheduled for February 20, 2019.

- City staff, BPW staff, and GMB staff have reviewed the application for a major subdivision at the corner of Anglers Road and East Market Street. Initial review by the Planning Commission is scheduled for January 16, 2019.
- The Planning Office received a major subdivision application for Showfield Lewes off of Freeman Highway and Monroe Avenue. This has been distributed to GMB and BPW for review, and initial review by the Planning Commission will take place in the near future.
- The Planning Office received a Site Development Plan application for Assisted Living Facility Lewes Medical Development, located on the parcel of the Beebe property that fronts Kings Highway. Staff has begun its review, and the initial review by the Planning Commission will take place in the near future.
- Staff, working with the City Engineer submitted an application to DEMA as part of its 2018 Pre-Disaster Mitigation Grant Program for a West Cedar Avenue Flood Mitigation Planning Study. The proposed grant would allow the City and BPW to conduct a flood risk-reduction study related to recurring tidal flooding at the west end of Cedar Avenue area from Indiana Avenue to Missouri Avenue. Solutions will be explored and used to obtain support for identified mitigation improvements.
- Staff recently completed work on an addition to the City website to list current development plan review applications. The new addition will allow visitors to review submitted plan material and submit comments for consideration during the review process. The new section is available by going to the Plan Reviews item under the Plans & Maps tab on the City website homepage.
- The Planning Commission reviewed and recommended approval of a minor subdivision of property located at 15841 Gills Neck Road at their meeting on December 19th.
- Cellco Partnership filed a Conditional Use application to install up to 12 antenna as well as associated accessory structures at 41 Cape Henlopen Drive. City Staff has reviewed the application and it is scheduled to be discussed at the January 16th Planning Commission meeting.
- The Planning Office and Lewes Planning Commission have continued work on comprehensive plan implementation. The Planning Commission forwarded several recommendations to the Mayor and City Council.

New Road Master Plan

Work has continued on the New Road Master Plan. The consultant has compiled the comments from the public meeting in November and has provided them to the partnering agencies. He has also responded to some of the comments directly.

Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – Two (2) organizations held a total of five (5) meetings and events in the City’s meeting room during the month of December.
- *Refuse Collection Totals for October*
 - Recycling – 37.08 tons
 - Leaves/Street Cleaning –16.75
 - Regular Trash – 90.2 tons
 - Yard Waste – 15.73 tons
- *New Business Licenses Issued* – 12
- *Building Permits Issued*
 - Residential Renovation – 23
 - Sign – 1
 - Commercial Renovation – 1
 - City Building Renovation – 1

Other Meetings and Activities

Mayor Becker and I participated in a meeting of the Board of Public Works as part of their Strategic Plan development.

Ellen Lorraine McCabe and I met with Eric Norenberg and Evan Miller from Milford to discuss hiring and sharing an ICMA Local Management Fellow.

Mayor Becker and I met with Jerry Medd of the Delaware Bay Pilots Association regarding their upcoming dredging project.

I met with Matt Chesser of DNREC to discuss the Lewes Running Branch Trail and using grant funds to support construction of an overlook at the end of the trail along the Canal. Darrin Gordon and I also met with Century Engineering to review the location for the connection from this trail to American Legion Road. Construction on this should be underway in January.

Chief Spell, Ellen Lorraine McCabe and I met with Cardiokinetics about their fitness assessment services. We are considering utilizing their services for the Police Department.

I attended a meeting of the Resilient Community Partnership, a collaboration of the coastal municipalities to evaluate effects of impervious cover and to develop best practices and model ordinances to address these effects.

Mayor Becker and I met with Chesapeake Utilities regarding the expansion of natural gas service in Lewes.

Mayor Becker and I met with Daniel Disimone regarding his interest in creating a police foundation to support the Lewes Police Department.

Training:

- I participated in a free webinar about recycling trends offered by the International City/County Management Association.
- Mayor Becker and I attended the RASCL Summit held at Del Tech in Dover on December 5th.

Respectfully Submitted,



Ann Marie Townshend, AICP
City Manager