

The City of Lewes



City Manager's Report

July 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. The tax ditch project redesign is complete and the funding is being secured for the completion of the project. Site work has begun at Mariners Retreat.
- Beach 1 Restroom Renovations – The City has authorized Poore's Propane to relocate the propane tanks from the side of the restroom building to the rear. This work should be completed in the fall. The City has also engaged GMB to work on a French drain design for the area around the shower tower to minimize the run-off and ponding of water associated with the shower tower. There are several punch list items remaining on the restroom that will be addressed following the summer season.
- Beach 2 Parking Lot – The parking lot is open and fully operational. There are a few outstanding items that we will need to address with the contractor and DeIDOT before the project is closed out.
- Fourth Street Crack Sealing and Patching/Tennessee Avenue – Work has begun on clearing Tennessee Avenue and installing water and sewer services to the vacant lots.

Parking Activities

There are a number of parking related activities happening in Lewes, all of which were active during July. Parking committees began meeting in July to address parking issues on Lewes Beach and in the downtown. In preparing for the discussions of Lewes Beach parking, I reached out to DeIDOT staff who deal with right-of-way, as Cedar Street is a DeIDOT road.

The City's parking meters are nearing the end of their effective life. The kiosk meters rely on 3G data service, which will no longer be supported after 2019. The single-head meters are old, and we are no longer able to get parts to make repairs. Dennis Crawford and Ellen Lorraine McCabe are taking the lead on reviewing options for moving forward with our system of parking meters. We are planning to bring forward a plan to City Council in the near future to complete a meter conversion during the spring of 2019.

Land Development/Annexation Activities

Staff continued to have discussions with developers about prospective projects during July.

- Staff have continued to meet with Preston Schell to discuss the prospective development on the Beebe parcel. Mr. Schell held a meeting with neighbors to discuss options for developing workforce housing on the residential portion of the property. City staff participated in a meeting with Mr. Schell and NCALL's Loan Fund Manager to discuss strategies for ensuring that the residential development meets the needs to the local workforce.
- Staff and elected officials, along with representatives of the Lewes Board of Public Works met with property owners about potential annexation of property.
- Staff and members of the Planning Commission have continued to work on updating the zoning ordinance to implement the 2015 Comprehensive Plan. During July they completed a review of the R-1 zoning district.
- Staff has continued to work with applicants on the minor subdivision applications pending for Kentucky Avenue and Oregon Avenue.
- Staff attended the State PLUS meeting for the amendment to the Comprehensive Plan related to 203 E. Savannah Road.

Five Points Working Group

The Five Points Working Group met on July 23rd and July 30th and voted on the 103 ideas generated by the working group and the public. The results of the working group voting will be available for review by the public at a DelDOT Public Workshop on Monday, August 27, 2018 from 4:00 p.m. until 7:00 p.m. During September and October, the working group will prioritize the recommendations.

New Road Master Plan

Along with the Historic Lewes Byways Committee, I worked on setting up a stakeholder meeting to initiate the New Road Master Plan. This is being funded with Community Transportation Funds through Senator Lopez and Representative Smyk. We have developed a list of stakeholders and invited them to a meeting on August 22nd. The stakeholders include property owners, business owners and residents along the New Road corridor, along with representatives of state and local agencies.

Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – A total of three (3) organizations held nine (9) meetings and events in the City's meeting room during the month of July. A PA system was installed in the meeting room during July. The City will be scheduling training for organizations to learn to use the system.
- *Refuse Collection Totals for June*
 - Recycling – 64.28 tons
 - Beach Cleaning/Street Cleaning – 17.99 tons
 - Regular Trash -195.7 tons
 - Yard Waste – 23.12 tons
- *Business Licenses Issued* – 20
- *Building Permits Issued*
 - New Home - 3
 - Residential Renovation – 34
 - Dumpster Placement – 2
 - Commercial Renovation – 4
 - Institutional Renovation – 2

Other Meetings and Activities

GMB staff, Matheu Carter from the University of Delaware T² Center, Mayor Becker, and I walked the segment of Gills Neck Road from the terminus of the Lewes to Georgetown Trail to Savannah

Road to discuss options for safety improvements of cyclists and pedestrians in the area. We expect to hold a meeting with property owners to discuss options for such improvements this fall.

On July 12th, there was a Code Red “All Call,” where all phone numbers within the City of Lewes received a call from Code Red, informing them of this emergency notification system and how they can enter contact information. City Hall received a number of calls following the “All Call” and assisted residents with Code Red sign-up.

I participated in a panel with other town managers and members of the business community at the Delaware Decision Makers Lunch on July 12th.

On July 19th, I participated along with other municipal officials in a meeting with the University of Delaware Institute for Public Administration regarding how they can improve their services to local governments.

Mayor Becker, Ellen Lorraine McCabe and I met with representatives of Fulton Bank to discuss how to handle coins from City parking meters, as they are no longer providing a coin counter. They agreed to provide the coin counter until the end of the year and also explore long term solutions.

Following the July meeting of Mayor and City Council, I met with the Lewes Community Gardeners to discuss their potential lease of land in Great Marsh Park.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Ann Marie Townshend".

Ann Marie Townshend, AICP
City Manager