

# The City of Lewes



## City Manager's Report

May 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 developer has been working to get the required bond in place, following which construction will proceed. An issue was discovered relating to the pipe installation on the tax ditch, which required some redesign. This project is moving forward and should be complete in the near future.
- Beach 1 Restroom Renovations – The Beach 1 restrooms experienced their first month of operation, during which some operational issues have been identified. Staff is working with GMB to address issues that are within the contractor's scope and/or covered under the warranty. The restrooms have been heavily utilized by the public during their first month of operation.
- Gills Neck Road/Front Street/Savannah Road Infrastructure – The Front Street infrastructure work drew to a close in early May. The temporary paving will remain in place through the summer and fall, and the construction will resume in late 2018 or early 2019.
- Beach 2 Parking Lot – The grading of the parking lot was completed in late May, following the completion of the water service. While the lot was not complete by Memorial Day Weekend, the lot was open to the public for the weekend. Paving and striping were completed the week following Memorial Day.
- Fourth Street Crack Sealing and Patching/Tennessee Avenue – The bid opening for this project was on May 9<sup>th</sup>. City Council awarded the work to Kent Construction at their meeting on May 14<sup>th</sup>. A pre-construction meeting is scheduled for June.

### Land Development/Annexation Activities

There was considerable activity related to land development and annexation during May. On May 21<sup>st</sup>, several members of the Lewes Planning Commission, Tom West, Councilperson Dennis Reardon and I visited Rock Hall, Maryland. We met with the mayor and the town manager to discuss their strategies for addressing marine related uses and preserving access to the waterfront.

Tom West and I also continued to work with Preston Schell regarding the request to rezone the portion of the Beebe property fronting Savannah Road to RG-5. We also met with Paul Townsend to discuss the benefits of annexation of land into the City.

Senator Lopez and Representative Smyk agreed to provide funding for the New Road Master Plan. The planning effort is being led by the Byways Committee, and Jim Klein, who completed the Kings Highway Master Plan. On May 25<sup>th</sup>, I met with Gail VanGilder to discuss the process for completing

the plan. This master plan will be a collaboration of the Lewes Byways Committee, the City of Lewes, Sussex County, and DelDOT.

On May 23<sup>rd</sup>, Tom West attended the PLUS meeting where two projects just outside of Lewes were reviewed: a development proposal for the Groome Church property on New Road and a rezoning application for a 7.33-acre property on Gills Neck Road known as Admirals Chase from AR-1 to MR.

### City Website

After meeting with possible web providers and reviewing proposals, we have decided to move forward with Civic Plus for hosting and design of the City's website. We plan to get this project moving forward this summer.

### Capital Projects

Ellen Lorraine McCabe and I met with Charlie O'Donnell to review capital projects underway and scheduled for the fiscal year. We also met with Morgan Helfrich, an architect with GMB, to review layouts for City Hall renovations, Streets Department break room construction, and renovations to Beach 2 restroom. Charlie O'Donnell and I met with Matheu Carter, from the University of Delaware T<sup>2</sup> Center on May 15<sup>th</sup> to discuss pavement preservation and maintenance. We invited Mr. Carter to attend the City's Capital Projects Committee meeting in June to give a presentation on pavement maintenance.

Ellen Lorraine and I meet with Zack Zebley of Precision Concrete to discuss sidewalk repairs needed in Lewes. Precision Concrete followed up with a proposal. We hope to have repairs made during summer or early fall. The focus of this work will be the elimination of tripping hazard due to heaving of sidewalks.

### Five Points Working Group

The Five Points Working Group met on May 21st. The primary activity of this meeting was to have the working group review the ideas previously put forward by the working group and public for clarity. The purpose of this is to ensure that as ideas are ranked, there is not confusion about what is meant by the various ideas.

### Parking/Use of Right-of-Way on Lewes Beach

During the month of May, Tom West worked on a computer application to allow staff to map areas where improvements on private property on Lewes Beach encroach within the right-of-way. The Building Department staff have been trained to use the application and will be collecting the data. A letter is being prepared to mail to all property owners on Lewes Beach to make them aware of the right-of-way policy approved by Mayor and City Council in April.

### Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – A total of four (4) organizations held five (5) meetings and events in the City's meeting room during the month of May. The room was closed on May 10<sup>th</sup> due to carpet cleaning.
- *Refuse Collection Totals for April*
  - Recycling – 39.44 tons
  - Beach Cleaning/Street cleaning – 36.23 tons
  - Regular Trash -116.36 tons
  - Yard Waste – 46.77 tons
- *Business Licenses Issued* – 34
- *Building Permits Issued*
  - Residential Renovation – 52
  - Demolition – 1

- Commercial Renovation – 3
- Street Cut – Water/Sewer Tap - 1

### Other Meetings and Activities

On May 1<sup>st</sup>, staff and Mayor Becker met with Tim Willard about zoning approaches to assist with redevelopment of the Ice House property.

On May 8<sup>th</sup>, Mayor Becker, Councilperson Rob Morgan and I attended a meeting hosted by the Sussex County Association of Realtors to discuss the upcoming vacation season. The meeting is held annually, and all of the coastal towns are invited to coordinate with the Realtors on issues that need to be communicated to landlords and renters.

On May 15<sup>th</sup>, I attended a pre-bid meeting hosted by the Delaware Division of Small Business regarding grant funding available for the expansion of natural gas. On May 18<sup>th</sup>, Mayor Becker and I had a telephone call with Dean Holden of Chesapeake Utilities. While we were all hopeful that this grant funding would help with expansion of natural gas in Lewes, the scoring of applications is weighted toward the economic benefit of the expansion, specifically in terms of job creation. Therefore, it is unlikely that Chesapeake will include a Lewes natural gas expansion in its proposal.

The Association of Coastal Towns met on May 18<sup>th</sup>.

On May 22<sup>nd</sup>, Mayor Becker, Councilperson Rob Morgan, Tom West and I met with Sarah Coakley about the prospects of a Lewes TID.

On May 31<sup>st</sup>, I met with representatives from Deep Water Wind about their off-shore wind project that will be off the coast of Delaware. They are working with the State of Maryland, but they indicated that they plan to create generation to benefit the entire Delmarva Peninsula.

Tom West has been working on a project for the U.S. Census Bureau known as LUCA. The purpose of the project is for the City to work with the Census Bureau to create a complete and correct address list in advance of the 2020 Census to ensure accuracy in counting.

Respectfully Submitted,



Ann Marie Townshend, AICP  
City Manager