

The City of Lewes



City Manager's Report

November 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.
- 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 – Notice to proceed was issued to EDiS for the construction of a new break room for the Streets Department. Construction has begun and will continue through early 2019.
- Beach 2 Restroom – Notice to proceed was issued to Willow Construction for renovations to the Beach 2 Restroom. Interior demolition work has begun, and construction will continue through early 2019.
- Front Street Sewer/Savannah Road Water Main Project – This project will resume construction on January 2, 2019.

Parking Activities

The parking committees for the beach and downtown areas have continued to meet. Mayor Becker, Councilperson Osler and I met with M&T Bank regarding potential opportunities related to their property on Third Street. Charlie O'Donnell, the City's engineering consultant, began an evaluation of how much parking could be gained if Third Street were made one way with angled parking. The beach and downtown parking committees will schedule a joint meeting in the near future.

Mayor and City Council authorized staff to move forward with IPS for the replacement of single-space meters and multi-space meters in the downtown area and the beach parking lots. The meter replacement is planned to be completed prior to May 1, 2019.

Land Development/Annexation Activities

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

- Following discussion at the November meeting of Mayor and City Council about zoning text amendments to facilitate development of workforce housing, I contacted the Delaware State Housing Authority for technical assistance. The City will hold a workshop on December 11, 2018 to discuss how best to achieve the goal of workforce housing development on the Beebe property that was recently zoned R-5 for that purpose.
- Staff, along with the Lewes BPW staff and engineers from GMB, have continued to review the Fishers Cove subdivision application received for property off of Pilottown Road and Rodney Avenue. Staff have met with the developers and their engineering staff. We are currently awaiting a resubmission by the applicant.
- Mayor and City Council approved the annexation of the Brittingham property on New Road at their November meeting. On November 26th, the developer held a meeting at the Lewes Public Library to present his concept plan and answer questions from the public.
- 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.
- The Planning Office received an application for subdivision at the corner of Anglers Road and East Market Street. The Lewes Planning Commission will begin its review of this application in early 2019.

New Road Master Plan

Work has continued on the New Road Master Plan. A public workshop was held on November 27th from 4:00 p.m. – 7:00 p.m. at the Cape Henlopen High School.

Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – Four (4) organizations held a total of six (6) meetings and events in the City's meeting room during the month of November.
- *Refuse Collection Totals for October*
 - Recycling – 39.95 tons
 - Beach Cleaning/Street Cleaning – 34.90
 - Regular Trash – 86.61 tons
 - Yard Waste – 30.77 tons
- *New Business Licenses Issued* – 12
- *Building Permits Issued*
 - Residential Renovation – 31
 - Dumpster – 2

Other Meetings and Activities

Ellen Lorraine McCabe, Alice Erickson and I participated in a meeting and demonstration of iCompass, an online meeting management platform. Use of iCompass would provide easy access by the public, elected officials and staff to agendas and associated meeting materials.

Alison Kirk and I met with representative of the Lewes Chamber of Commerce and Lewes in Bloom regarding beautification of the Second Street bump-outs.

Mayor Becker and I met with the Brandywine Valley SPCA regarding trap, neuter and release for feral cats.

Training:

- Ellen Lorraine McCabe, Chief Tom Spell and I participated in a webinar of the International City/County Management Association regarding police recruitment strategies.
- Ellen Lorraine McCabe and I participated in training offered by the University of Delaware Institute for Public Administration regarding local government human resource management.
- Mayor Becker, Councilperson Osler, Councilperson Reardon, Ellen Lorraine McCabe and I attended the Institute for Local Government Leaders.

Respectfully Submitted,

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

Ann Marie Townshend, AICP
City Manager