

The City of Lewes



City Manager's Report April 2017

This report will be presented to City Council on a monthly basis to share with you major projects and significant meetings that staff have attended. If there are specific questions about anything included, I would be glad to answer any questions you may have. It is not intended to be an inclusive list of all contacts, meetings, or tasks, but rather a summary of highlights of the month. As this is a new report, it is a work in progress, and can be modified in the future to meet the requests of Mayor and Council.

Comprehensive Plan Certification

As City Council is aware, certification of the Lewes 2015 Comprehensive Plan has been delayed due to the Delaware State Housing Authority's concerns about the absence of a clear strategy for affordable housing. On April 20, 2017, I met with the Office of State Planning Coordination and the Delaware State Housing Authority to discuss approaches to addressing affordable housing in the Comprehensive Plan and to get clarity regarding their expectations. Tom West and I have spent some time reviewing the section of the Comprehensive Plan that addresses affordable housing. Tom has performed some research and has begun to develop language to address affordable housing. Additionally, Tom West is working with the Institute for Public Administration on making some updates to the maps. At the Lewes Planning Commission meeting on April 19, 2017, Tom led a discussion about implementation of the Comprehensive Plan.

FEMA Community Assistance Visit

On Thursday, April 6, 2017, staff from FEMA and DNREC visited Lewes to review permit activity associated with development within the Special Flood Hazard Area (SFHA). The visit included about three hours of driving around looking at construction within the SFHA in Lewes, followed by meeting for several hours to review processes and paperwork associated with construction within the SFHA. At the end of the day, there were several items remaining for discussion. They will follow up in writing and schedule another visit to complete the review of paperwork. The following staff participated in at least a portion of the day's events: Henry Baynum, Tom West, Robin Davis, Ann Marie Townshend, and Mayor Ted Becker.

FEMA followed up with an e-mail to the Building Department on April 18, 2017. An internal meeting of staff is scheduled for May 4, 2017 to discuss our follow up.

Renovations to the Former Lewes Public Library

Mayor Becker and I have met regularly with Libby Owen and Mark Chura to keep current on the renovations to the former library by the Lewes Historical Society and coordinate those

renovations with the exterior maintenance that the City needs to perform and the completion of the City's meeting room. I have been working with Mark Chura, GMB, and private contractors to secure cost estimates for the improvements and renovations that are within the City's purview.

Land Development Applications

Tom West worked on the following land development/rezoning applications:

- 203 E. Savannah Rd. –proposed rezoning from GC to MC - LPC to review in May 2017.
- 7 Maine Ave. – minor subdivision review – LPC review in May 2017.
- Lewes Library property – proposed rezoning from R-4 to OS – MCC action scheduled for May 8, 2017.
- Highland Heights – extension request – MCC action scheduled for May 8, 2017 and pre-construction meeting on April 26, 2017.
- 707 Kings Hwy. – proposed rezoning from R-2/R-4 to R-4 – MCC referral to LPC scheduled for May 8, 2017.

Sussex County Comprehensive Plan Update

Tom West has actively monitored the on-going efforts by Sussex County to update their Comprehensive Plan. He has listened to (via internet) plan update work sessions to gain insights into evolving County policy on key plan element topics (land use, housing, transportation, economy, natural/cultural resources etc.). He has also reviewed draft documents as they have become available.

Transportation Improvement District (TID)

Following the presentation by DelDOT to Mayor and City Council at the April 10, 2017 meeting, I sent a detailed e-mail to DelDOT requesting a meeting and asking a series of questions regarding the proposal for a Lewes TID and the Henlopen TID process. To date, there has been no response. I also scheduled a meeting with Todd Lawson, the Sussex County Administrator, for May 3, 2017. This meeting included Todd Lawson, I.G. Burton, Janelle Cornwell, Tom West, Rob Morgan, Ted Becker, and myself.

Savannah Road TAP Project

Tom West and I continued to learn about the development of the TAP project and participate in meetings to find an alternative that can be more widely supported. On April 19, 2017, Tom West attended a meeting with Bonnie Osler, Rob Morgan, Ann Gravatt, Chip Kneavel, Gail VanGilder, Mike Tyler, and others. I met with Jeff Niezgodka on April 21, 2017 to discuss the history and challenges of the project. On May 2, 2017, a meeting was held to include Rob Morgan, Bonnie Osler, Chip Kneavel, Ann Gravatt, Tom West, and myself to discuss the objectives of the project and to try to find common ground and some potential options in moving forward.

Meeting with Cape Henlopen School District

On Monday, April 17, 2017, Mayor Ted Becker and I met with Brian Bassett, Director of Facility Operations and Construction for the Cape Henlopen School District. We discussed the District's likely construction projects in and adjacent to the City of Lewes over the next twenty years. We drove around and looked at each facility in Lewes and discussed the possible investments into the sites. After review by the Cape Henlopen Board of Education, these potential construction projects will be presented to Mayor and City Council.

Other Activities

The Building Department received a building permit application for a bus shelter in front of Hulling Cove and a permit application for a \$3.2 million renovation of Jefferson Apartments Phase II.

The Finance Office sent out 3,070 tax bills. Included with the tax bill mailing was an important information brochure and a trash/recycle/yard waste/bulk trash calendar. They also prepared 81 first quarter supplemental bills.

The Finance Office and Streets Department worked together to set up eight multi-space parking meters and 90 single-space parking meters to become operational on May 1, 2017.

Respectfully Submitted,

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

Ann Marie Townshend, AICP
City Manager