

The City of Lewes



City Manager's Report

August 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 continued at Mariners Retreat.
- Beach 1 Restroom Renovations – Change orders were approved for the outstanding items. Work will be completed shortly, and the project will be closed out. The French drain system for the shower tower will be completed in conjunction with the paving of Beach 1 parking lot.
- Beach 2 Parking Lot – All punch list items for the Beach 2 Parking Lot have been completed.
- Fourth Street Crack Sealing and Patching/Tennessee Avenue – Work has continued on grading Tennessee Avenue and completing water and sewer services to the vacant lots.

Parking Activities

Parking continued to receive a lot of focus through August. The Beach Parking Committee and Downtown Parking Committee have continued to meet. In response to some of the concerns shared by the public at the Beach Parking Committee, I met with Jennifer Luoma Pongratz to discuss how we can work together to address the issues brought forward.

Staff continued to work on developing a plan for replacing all of the city's parking meters prior to May 1, 2019. We met with several parking vendors to understand their services, technology and products.

Land Development/Annexation Activities

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

- Members of Council began gathering data in preparation for the Annexation Committee's meeting on September 11th to review the proposed annexations of the Newsham property on Savannah Road and the Brittingham property on New Road.
- Building Official staff and planning staff have continued to field questions from developers about development of several properties, some of which may come forward for formal review later this fall.

- The Planning Office and Lewes Planning Commission have been diligently working to review the city's zoning ordinance and develop recommended amendments. This effort is part of the comprehensive plan implementation.
- A committee formed by Mayor and City Council to work on consolidating the Commercial Architectural Review Commission and the Historic Preservation Commission has continued to work on an ordinance to consolidate the two commissions.

Five Points Working Group

DelDOT held a Public Workshop on Monday, August 27, 2018 from 4:00 p.m. until 7:00 p.m., to present the recommendations of the Five Points Working Group and to obtain public feedback in helping to prioritize the recommendations. The working group will meet twice during October to prioritize the recommendations for presentation to DelDOT.

New Road Master Plan

I worked with members of the Historic Lewes Byways Committee and the project consultant, Jim Klein of Lardner/Klein Landscape Architects, to prepare for the initial stakeholder meeting. This meeting was held on Wednesday, August 22nd. Stakeholders and members of the public attended the meeting to learn about the plan and to begin developing a vision for New Road. A second stakeholder meeting is being planned for October. A date has not yet been selected.

Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – Two organizations held a total of five (5) meetings and events in the City's meeting room during the month of August. City staff received training in use of the PA system
- *Refuse Collection Totals for August*
 - Recycling – 54.89 tons
 - Beach Cleaning/Street Cleaning – 44.94 tons
 - Regular Trash -150.5 tons
 - Yard Waste – 39.67 tons
- *New Business Licenses Issued* – 2
- *Building Permits Issued*
 - New Home - 2
 - Residential Renovation – 35
 - Dumpster Placement – 1
 - Institutional Renovation – 2
 - Industrial Renovation – 1
 - Sign - 1

Other Meetings and Activities

On August 6th and August 9th, the City and Chesapeake Utilities held public meetings about natural gas expansion in Lewes. We are in the process of scheduling a follow-up meeting with Chesapeake to look for viable options for expansion.

Staff from the City Manager's Office, Finance Department, and Building Official's Office have been meeting to work on developing a procedure for following up on delinquent business licenses. .

Mayor Becker, Tom West, and I have been meeting with the University of Delaware Institute for Public Administration, Delaware Sea Grant, and the Greater Lewes Community Village to plan an emergency preparedness outreach event targeting older adults and people with disabilities. This workshop will be held at the Lewes Public Library on Friday, September 21st from 9:30 a.m. until 12:00 p.m.

I attended a meeting in Rehoboth Beach, along with other coastal municipalities and representatives from DNREC Coastal Programs, to discuss the scope of work for the Resilient Communities Partnership project. Under this project, DNREC will be evaluating impervious cover and the effects of impervious cover in all of the coastal towns and developing best management practices and model ordinances to mitigate the effects of impervious cover.

Mayor Becker, Councilperson Reardon, Kay Carnahan, Elisha Hartman (lifeguard captain), and I met to discuss beach issues, in anticipation of reviewing rules and signage in advance of next year's season.

I have met with the community gardens group, Lewes Community Gardeners, to work on developing a lease for a community garden in Great Marsh Park. We hope to have a draft lease to bring forward to City Council in October.

Respectfully Submitted,

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

Ann Marie Townshend, AICP
City Manager