



City Manager's Report

June 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 focus of the tax ditch project was to correct the pipe buoyancy issue that was discovered previously. All bonds and other requirements are in place for the start of the Mariners Retreat subdivision. A notice to proceed has been issued for July 9th.
- Beach 1 Restroom Renovations – Staff have continued to work with GMB to address some of the operational issues and warranty issues associated with the Beach 1 Restrooms. The restrooms have been heavily utilized during June. On June 22nd, GMB staff and I met with Poore's Propane about the relocation of the propane tanks from the side of the bathhouse building to the rear of the building.
- 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 before the project is closed out.
- Fourth Street Crack Sealing and Patching/Tennessee Avenue – A preconstruction meeting was held, and notice to proceed has been issued for a start date of July 9th.

Land Development/Annexation Activities

There was considerable activity related to land development and annexation during June.

- City Council approved rezoning of the 7.11-acre portion of the Beebe property that fronts Savannah Road to R5 in support of providing workforce housing to people who work within the City of Lewes. Staff have met subsequently with Preston Schell to discuss the prospective development on the parcel.
- The Planning Commission reviewed a minor subdivision application on Oregon and Bay Avenues. The Commission's recommendation to Mayor and City Council is postponed until August due to an error in the public notice.
- Staff held a pre-application meeting with Lingo Asset Management regarding the Lewes portion of Showfield. Councilpersons Osler and Reardon also attended the meeting.
- The Planning Commission reviewed a rezoning request for 203 E. Savannah Road (corner of Savannah Road and Cape Henlopen Drive) from GC to RC. There is an associated amendment to the Comprehensive Plan, which has been submitted to PLUS.
- Staff met with a developer regarding potential annexation and development of the Brittingham Farm on New Road. Councilpersons Reardon and Beaufait also attended the meeting.

- Staff continued to provide support to the committee formed to combine the Historic Preservation Commission and the Commercial Architectural Review Commission. Tom West has been working on ordinance language to merge the two commissions.

Capital Projects

Ellen Lorraine McCabe and I met with Charlie O'Donnell to review capital projects underway and scheduled for the fiscal year. The Capital Projects Committee met on June 5th to discuss capital projects currently underway and planned for the current fiscal year. The meeting also included a presentation from Matheu Carter from the University of Delaware T² Center about pavement preservation and maintenance.

Five Points Working Group

The Five Points Working Group met on June 25th. I did not attend, as I was on vacation. The meeting was primarily used to orient the working group to the voting process that will be utilized to rank the ideas presented for addressing the needs identified by the working group and the public. The Working Group will meet on July 23rd and July 30th to begin voting on the proposed ideas.

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

A letter was sent to all residential property owners on Lewes Beach on June 19th to inform them of the right-of-way policy approved by Mayor and City Council in April. A copy of the policy was included in the mailing. The letter also informed property owners of the committee formed to address parking issues on Lewes Beach.

Work was completed on the collector application, and the building officials are now in the process of collecting data to document the locations of potential right-of-way encroachments.

Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – A total of five (5) organizations held nine (9) meetings and events in the City's meeting room during the month of June.
- *Refuse Collection Totals for June*
 - Recycling – 55.98 tons
 - Beach Cleaning/Street Cleaning – 24.93 tons
 - Regular Trash -139.56 tons
 - Yard Waste – 35.18 tons
- *Business Licenses Issued* – 20
- *Building Permits Issued*
 - New Home - 1
 - Residential Renovation – 37
 - Demolition – 1
 - Commercial Renovation – 6
 - Sign - 1

Other Meetings and Activities

On June 14th, Mayor Becker and I attended a meeting hosted by Sussex County Tourism to review wayfinding concepts for Route 1 between Nassau and Rehoboth Beach. The consultant hired by Sussex County Tourism presented signage concepts that would use a common theme to direct visitors to destinations along Route 1. The concepts presented include signage that could be installed off of Route 1, within the towns, to tie in with the wayfinding theme.

On June 15th, I attended a meeting hosted by the Center for the Inland Bays regarding the possibility of coastal towns collaborating to apply to the Resilient Community Partnership Program for funding to address impacts of impervious cover on flooding as properties on the beach redevelop. Rehoboth

Beach was the lead partner on the application. Dewey Beach, Fenwick Island and Lewes are partners in the application, with the support of the Center for the Inland Bays.

On June 18th, Mayor Becker, Tom West and I met with Danielle Swallow from Delaware Sea Grant and staff from DEMA regarding grant opportunities for mitigation projects.

I attended meetings of Go Fourth and the Go Fourth Logistics Committee in preparation for the July 4th fireworks.

On June 22nd, staff from the City and Lewes BPW attended training on our Code Red system.

Respectfully Submitted,

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

Ann Marie Townshend, AICP
City Manager