

# The City of Lewes



## City Manager's Report

February 2019

### 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 projects. The installation of the pipe for the tax ditch project has been delayed due to the saturated conditions. Construction on the infrastructure for Mariners Retreat has continued.
- Savannah Place Sanitary Sewer Extension – Teal Construction has been working on installation of the pump station at Hulling Cove and installation of a pipe to connect to Savannah Place. This project will continue through the spring.
- Streets Department Break Room – The construction of a break room for the Streets Department was completed with only punch list items remaining. The room should be occupied in late March.
- Beach 2 Restroom – Construction has continued on renovation to the Beach 2 Restroom, with completion expected in late March.
- Front Street Sewer/Savannah Road Water Main Project – Teal Construction has continued to make progress on the sewer work on Front Street and the water main replacement on Savannah Road. Meetings with the merchants are being held on a regular basis to ensure coordination.
- Phase 23 Streets/Beach 1 Parking Lot – Mayor and City Council approved the bid for Phase 23 Streets and Beach 1 Parking Lot at their February meeting. The contract was awarded to Jerry's Paving, and a preconstruction meeting was held.
- City Hall Renovations – Mayor and City Council approved a change to the contract with EDiS to include renovations to City Hall. Renovations are expected to begin in late March. While City Hall is being renovated, City meetings will be held at the City Meeting Room in the Mgaret H. Rollins Community Center. Renovations will last approximately a month.

### Annexation Regulation Ad-Hoc Committee

The Annexation Regulation Ad-Hoc Committee began meeting on February 4, 2019, to review potential changes to the Annexation Zones. The Committee has met weekly since this meeting to develop recommendations for various provisions of the zones, including density calculation, wetlands, open space, and buffers.

## **New Road Master Plan**

On February 27, 2019, city staff, county staff, and members of the Historic Lewes Byways Committee met with Jim Klein and DelDOT staff to discuss coordination of the planning effort with development review and project development. A stakeholder meeting for the New Road Master Plan has been scheduled for March 27, 2019, and the plan should be completed in late spring.

## **Land Development/Annexation Activities**

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

- The Planning Commission began their review of Fishers Cove at their meeting on February 7, 2019. They then completed a site visit on February 27, 2019.
- The Planning Commission began their review of Lewes Waterfront Preserve at their meeting on February 20, 2019.
- The Planning Commission held a public hearing for the subdivision at the corner of Anglers Road and East Market Street on February 7, 2019, and issued preliminary consent and made recommendations to Mayor and City Council on the waiver requests at their meeting on February 20, 2019.
- The Planning Commission reviewed the Site Development Plan application for Assisted Living Facility Lewes Medical Development, located on the parcel of the Beebe property that fronts Kings Highway at their meeting on February 7, 2019. At their meeting on February 20, 2019, the Planning Commission recommended approval of the plan with conditions.
- Savannah Edwards worked on review of the Showfield Lewes subdivision.
- On February 21, 2019, the Planning Commission held a Water Workshop, which was very well attended.
- The Planning Commission also reviewed a conditional use application for a cell antenna on an existing tower at Lewes Beach.
- The Planning Commission reviewed a minor subdivision application for the MERR Institute on the north end of Pilottown Road.
- Staff met with a consultant and staff from the Cape Henlopen School District regarding the renovation/expansion plans for the Lewes School to become the new elementary school. An application is expected to be filed this spring, with the school's opening planned for fall 2021.

## **Departmental Operations**

- *Use of Margaret H. Rollins Community Center Meeting Room* – Four (4) organizations held a total of twelve (12) meetings and events in the City's meeting room during the month of February.
- *Use of Net House* – Six (6) organizations held a total of Nine (9) meetings and events in the Net House during the month of February.
- *Refuse Collection Totals for February*
  - Recycling – 22.99 tons
  - Regular Trash – 82.91 tons
  - Yard Waste – 5.81 tons
- *New Business Licenses Issued* – 24
- *Building Permits Issued*
  - Residential Renovation – 25
  - Commercial Renovation – 4
  - New Home - 2
  - Dumpster – 1

- Pod – 1
- Sign – 1
- Natural Gas Line – 3
- Street Break – 2
- Demolition - 4

### **Other Meetings and Activities**

The first meeting of the Go Fourth Committee to begin planning the 2019 July 4<sup>th</sup> fireworks was held on February 1, 2019. Chief Spell has reached out to DelDOT, who will help with the traffic planning for the event.

The City's management team continued to work with the Teamsters to negotiate a collective bargaining agreement for the police. The current contract expires on March 31, 2019.

Staff worked with Mayor and City Council to complete the budget for the fiscal year beginning April 1, 2019. Weekly meetings began on February 12, 2019 and continued through March 15, 2019.

Staff continued to work with Century Engineering and DNREC on the trail connection between the former rail line and American Legion Road.

Mayor Becker and I have continued to meet with Chesapeake Utilities to plan for expanded natural gas service. We now have monthly conference calls scheduled with Chesapeake and BPW to keep expansion moving forward.

On February 14, 2019, Mayor Becker and I participated in a day long meeting of the Board of Public Works where they discussed priorities for the coming year.

On February 28, 2019, staff and Mayor Becker met with Sussex County and DEMA staff and consultants from the Olson Group to prepare an After Action Report to review the tabletop exercise held in January to prepare for a potential hurricane.

Chris Czepiel, an MPA Fellow from the University of Delaware, continued to work with the City, assisting with development of an updated performance evaluation form and job application form. He has also begun work on an ordinance to address micro cell antennae.

City staff have continued to train on the use of iCompass for management of meeting agendas and packet materials. We also expanded our contract with iCompass to include audio streaming of meetings.

Respectfully Submitted,



Ann Marie Townshend, AICP  
City Manager