

# The City of Lewes



## City Manager's Report

June 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 – A final walk-through was held for the Highland Acres Tax Ditch project. The work is complete, with a few punch list items remaining. Construction on infrastructure in Mariners Retreat has continued and was nearly complete by the end of June. One house is under construction, with additional permits to be issued in the coming months.
- Savannah Place Sanitary Sewer Extension – Teal Construction has continued to work on the sewer installation for Savannah Place. The project is about one month behind schedule due to the very wet conditions. The work is expected to be nearly complete by the end of July.
- Beach 1 Parking Lot – City staff, GMB staff, and staff from Jerry's Paving met at the Beach 1 parking lot to observe the low areas that need to be repaved. This work is not yet scheduled.

### New Road Master Plan

A final public meeting for the New Road Master Plan was held on June 20<sup>th</sup>. The meeting was well-attended. In the coming months, we will present the plan to Mayor and City Council and the Sussex County Council.

### Land Development/Annexation Activities

Staff continued to work on reviewing development projects and supporting other planning priorities during June.

- On June 10<sup>th</sup>, Phillip Moore joined the planning office as a planner. He will work with Tom West on development review and other priorities assigned to the planning office.
- The Planning Commission opened the public hearing for Fishers Cove on June 13<sup>th</sup>. The Commission took public testimony but continued the public hearing to July 23<sup>rd</sup>.
- Mayor and City Council held a public hearing on June 18<sup>th</sup> to hear public comments on the ordinance to amend the annexation zones.
- On June 19<sup>th</sup>, the Planning Commission set a public hearing for Showfield (aka Whites Pond) on August 21<sup>st</sup>.
- On June 19<sup>th</sup>, the Planning Commission reviewed the site development plan application for

Shields Elementary School. They forwarded the application to Mayor and City Council to set a public hearing, but they deferred their recommendation until July 17<sup>th</sup>, when the applicant can answer questions raised by commissioners.

- I met with Brian Bassett of the Cape Henlopen School District and Zac Crouch of Davis, Bowen and Friedel to discuss an easement needed from the City of Lewes for the storm water management outfall for Shields Elementary.
- On June 19<sup>th</sup>, the Planning Commission began to discuss the Lewes Waterfront Preserve subdivision application in the context of the list of 22 items to consider that are listed in the Subdivision Ordinance.
- On June 26<sup>th</sup>, Dutchmans Harvest was reviewed by the State through the PLUS process. Tom West attended the
- Mayor Becker, Darrin Gordon, and I met with Clara McNichols, HOA president for Donovan Smith Mobile Home Park, to re-initiate discussions about annexation of the property.

## **Bicycle Safety**

With the opening of the Georgetown to Lewes Trail northwest of Savannah Road, the City has seen an influx of cyclists. Adherence to bicycle laws and creating a safe environment for all in Lewes, regardless of mode of travel, is a priority for City staff. We have worked with DelDOT, the Office of Highway Safety, and the City's Bicycle and Pedestrian Advisory Committee to promote safety and etiquette when riding the trails and when riding on roadways. Senator Lopez is hosting a meeting to discuss bicycle safety on the area trails on July 9<sup>th</sup> at 6:00 p.m. in the Lewes Public Library.

## **Dune Protection**

I have met with DNREC staff regarding dune protection in Lewes, specifically discussing the storage of kayaks, chairs, and other personal effects in the dunes. The dunes are important to protecting Lewes Beach properties from damage and destruction from coastal storms. The Police Department used a drone to obtain video footage of the storage in the dunes. The City will be working with DNREC on public outreach to encourage people to remove their personal items from the dunes. Following the summer season, DNREC will install dune fencing to protect the dune vegetation.

## **Departmental Operations**

- *Use of Margaret H. Rollins Community Center Meeting Room* – Three (3) organizations held a total of nine (9) meetings and events in the City's meeting room during the month of June.
- *Use of Net House* – Three (3) organizations held a total of three (3) meetings and events in the Net House during the month of June.
- *Refuse Collection Totals for June*
  - Recycling – 41.80 tons
  - Regular Trash – 136.07 tons
  - Yard Waste – 17.68 tons
  - Beach Rake/Street Sweeping – 13.71 tons
- *New Business Licenses Issued* – 24
- *Building Permits Issued*
  - Residential Renovation – 46
  - New Home – 2
  - Accessory Structure – 1
  - Solar Panels – 1

- Commercial Renovation – 3
- Dumpster – 1
- Gas Main – 1

**Other Meetings and Activities**

- On June 3<sup>rd</sup>, Ellen Lorraine McCabe and I met with Robert Whyte to discuss opportunities for solar panels on City buildings. This will be brought forward to Mayor and City Council during a future Capital Projects meeting.
- On June 12<sup>th</sup>, the Olson Group and City held a kick-off meeting for the development of a Re-entry Plan to be included as part of the City's Emergency Operations Plan. This plan will address how and when residents, business owners, and property owners are able to re-enter Lewes following a mandatory evacuation.
- The Traffic Safety Management Committee held two meetings during June. The primary topic of discussion was traffic calming for Henlopen Gardens.
- Several staff were involved in interviews for the receptionist position vacated by Sue Ann Hennessy.

*Training*

- I attended a Project Management training seminar.
- Ellen Lorraine McCabe and I attended a training session on Collective Bargaining.

Respectfully Submitted,



Ann Marie Townshend, AICP  
City Manager