

The City of Lewes



City Manager's Report

July 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 – Construction on infrastructure in Mariners Retreat has continued and was nearly complete by the end of July. Home construction has also commenced, with three permits issued. Work on the infrastructure should be complete in September.
- Savannah Place Sanitary Sewer Extension – Teal Construction has continued to work on the sewer installation for Savannah Place. The project is behind schedule but should be complete by September, with residents able to connect to sewer in October.

Land Development/Annexation Activities

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

- On July 17th, Mayor and City Council held a joint meeting with the Planning Commission to hear a presentation on the Lewes Flood Study completed by AECOM. Mayor and City Council accepted the report and requested that any comments from the public be submitted by August 1st.
- The Planning Commission continued review of Fishers Cove, Shields Elementary School, and Lewes Waterfront Preserve at their meetings during July.
 - On July 17th, they made a recommendation to Mayor and City Council on Shields Elementary School.
 - On July 23rd, they resumed the public hearing on Fishers Cove and continued it until August 21st. On June 10th, 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 initiated their review of Dutchman's Harvest, the workforce housing proposal on the Beebe property.
- Mayor and City Council held a public hearing on July 10th to hear public comments on the major subdivision at Market Street and Anglers Road.
- On July 15th, the Parks and Recreation Commission reviewed the site plan for Shields Elementary School.
- On July 22nd, the Annexation Regulation Ad Hoc Committee met to review the comments from the Public Hearing on the amendments to the Annexation Zones.

Bicycle Safety

With the opening of the Georgetown to Lewes Trail northwest of Savannah Road, the increase in the number of cyclists has raised concerns about safety and adherence to the rules of the road. In an effort to raise awareness of the rules of the road and open a dialogue among the community, Senator Lopez hosted a meeting on July 9th at the Lewes Public Library. This well-attended meeting opened a productive dialogue and allowed for law enforcement to discuss the rules of the road and answer questions from the public. Since this meeting, the City and State have increased presence on the Georgetown to Lewes Trail to make contact with cyclists.

Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – Three (3) organizations held a total of 10 (10) meetings and events in the City’s meeting room during the month of July.
- *Use of Net House* – Four (4) organizations held a total of five (5) meetings and events in the Net House during the month of July.
- *Refuse Collection Totals for July*
 - Recycling – 70.69 tons
 - Regular Trash – 203.42 tons
 - Yard Waste – 35.52 tons
 - Beach Rake/Street Sweeping – 15.35 tons
- *New Business Licenses Issued* – 24
- *Building Permits Issued*
 - Residential Renovation – 31
 - New Home – 4
 - Accessory Structure – 1
 - Demolition - 2
 - Solar Panels – 1
 - Commercial Renovation – 3

Personnel Updates

- During July, the Street Maintenance Department had two vacancies and recruitment began to replace the full-time employee who left.
- On July 15th, Janine Heffley began employment as a receptionist in City Hall. She is the primary person greeting visitors to City Hall.
- On July 15th, Christine Hoh began employment as a Local Government Management Fellow, working with Lewes and Milford. She will be working on a number of management projects, including development of a Capital Improvement Plan, development of personnel and financial policies and procedures, and initiation of a Safety Committee for the City.

Other Meetings and Activities

- On July 1st, DelDOT staff and consultants met with Mayor and City Council to present the results of DelDOT’s study of the impacts of DelDOT’s capital improvements on the transportation network in and around Lewes. During the presentation members of Council and the public raised questions about how the planned development will affect these numbers. DelDOT will provide this analysis at a future date.
- The City’s July 4th activities were a great success. The City was busy from the start of the games on Second Street through the 2nd annual Go Fourth fireworks display. With the next year’s July 4th falling on a Saturday and therefore also including the St. Peter’s Art

Show and Historic Lewes Farmers Market, the City has begun coordination with other event organizers to begin planning for logistics.

- The City's new auditor, PKS, began work on the annual audit. They completed the field work during July and expect to present the audit to Mayor and City Council in September.
- The Traffic Safety Committee met during July and discussed the issues of speed control in Henlopen Gardens and the potential lighting of crosswalks recently installed on Cape Henlopen Drive.
- On July 11th, Mayor Becker and I met with Kurt Foreman of the Delaware Prosperity Partnership to discuss economic development in the region.
- On July 18th, I met with LSA, Sussex County's housing consultant to discuss affordable housing in coastal Sussex County and specifically the Dutchman's Harvest proposal.
- On July 29th, I attended the Five Points Working Group meeting, where the consultants and DelDOT staff provided an update on the recommendations that were made by the Five Points Working Group. The next Five Points Working Group meeting will be on October 28th.

Training and Professional Development

- Christine Hoh and I attended a meeting of the City Management Association of Delaware members to develop bylaws for the organization.
- Ellen Lorraine McCabe, Christine Hoh, and I attended a strategic planning meeting for Women Leading Government.
- Christine Hoh and I attended a meeting hosted by the Institute for Public Administration about how the Institute can continue to improve its services to local governments in the coming year.

Respectfully Submitted,



Ann Marie Townshend, AICP
City Manager