



**MAYOR & CITY COUNCIL WORK SESSION**  
**Wednesday, June 24, 2026, 10:00 AM**  
**THE BONNIE OSLER MEETING ROOM**  
**AGENDA**  
**\*\*REVISED\*\***

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	Page
A. CALL TO ORDER & ROLL CALL:	
B. ANNOUNCEMENTS	
1. Update on response to SS2 for SB23	3 - 7
<a href="#">LEWES CITY COUNCIL LETTER REGARDING SB 23 AND SUBSTITUTES 6.11.2026 - Presented 06.24.2026</a>	
<a href="#">LEWES CITY COUNCIL STATE REPRESENTATIVE LETTER RE SB 23 AND SUBSTITUTES 6.12.2026 - Presented 06.24.2026</a>	
C. AGENDA REVIEW:	
D. UPDATE ON COUNCIL INITIATIVES	
E. CITY COUNCIL ACTIONS AND CITY UPDATES	
F. PRESENTATIONS:	
F.1. Presentation from Erik Hein from Historic Lewes on the status of Lewes Maritime Museum. (Staff) <b>(10 Minutes)</b>	
F.2. Presentation from Jen Mason, founder of the Lewes Historic Book Festival. (Marasco/Brown-Hicks) <b>(10 Minutes)</b>	9 - 14
<a href="#">History Book Festival Presentation Presented 06 24 26</a>	
F.3. Presentation from Tom West of the Rossi Group regarding the Technical Assistance Pilot Program for Zoning and Land Use Reform. (Staff) <b>(10 Minutes)</b>	15 - 28
<a href="#">Technical Assistance Pilot Program for Zoning and Land Use Reform Rossi Presentation - June 24, 2026</a>	
G. <u>DISCUSSION OF ITEMS:</u>	
G.1. Discussion regarding council meetings and work sessions, including: scope, focus, and duration. (Mayor) <b>(20 Minutes)</b>	
G.2. Discussion regarding the mission and makeup of a proposed Parking Ad Hoc Committee. (Staff) <b>(15 Minutes)</b>	
G.3. Update from the Governance Working Group regarding the role and responsibilities of the Council Ex-Officio and Staff Liaison/Ex-Officio. (Staff) <b>(15 Minutes)</b>	29 - 34
<a href="#">Role of the Council Ex Officio - v.03 Clean - Presented 06 24 2026</a>	
<a href="#">Staff Liaison Ex-officio Draft - v.04 Clean - Presented 06 24 2026</a>	
G.4. Discussion regarding a proposed ordinance to memorialize in City Code the Lewes African American Heritage Commission (LAAHC) <b>(15 minutes)</b> .	35 - 37
<a href="#">LAAHC RECOMMENDED CODE AMENDMENT 6.18.26</a>	
G.5. Update from City Engineer Andrew Lyons on the streetscape designs for the W. Fourth Street & Park Avenue Street Improvement Project. (Staff) <b>(15 Minutes)</b>	39 - 63
<a href="#">GMB Presentation - MCC Work Session 06 24 2026 (002)</a>	

[Resident Parking Presentation - June 24, 2026](#)

- H. PUBLIC COMMENT:
- I. CLOSE PUBLIC MEETING AND ENTER EXECUTIVE SESSION
  - 1. Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property in accordance with 29 Delaware Code, §10004(b)(2).
- J. REOPEN PUBLIC MEETING
- K. CONSIDERATION AND/OR ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION:
- L. ADJOURNMENT:

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/81353217581?pwd=sGbavL30WechioavjrSoNKGhax782N.1>

Join via audio:

+1 301 715 8592 US (Washington DC)

Webinar ID: 813 5321 7581

Passcode: 388647

International numbers available: <https://us02web.zoom.us/u/kp7pFYt8T>

*Pursuant to 29 Del. C. § 10004(e)(3) this Agenda is subject to change; including addition or deletion of items or Executive Sessions. Agenda items may not be considered in sequence and therefore, should not be relied upon by any member of the public. To request special accommodations for persons with disabilities please contact the City Hall office at (302) 645-7777, at least 72 hours in advance of a meeting. The City of Lewes strives to make our public meetings widely available through Zoom and YouTube broadcasts. While the City is committed to continuing this access, pursuant to 29 Del. Code, §10006A, technological failure does not affect the validity of these meetings, nor the validity of any action taken in these meetings.*

**City Hall is located at 114 E. Third Street Lewes DE**

Agenda Posted: 06/17/2026 Posted By: ELM

**\*\*REVISED 06/18/2026 - Added Item G.5 to agenda due to time sensitive nature of project\*\***

# The City of Lewes



June 11, 2026

The Honorable Russ Huxtable  
Delaware State Senate  
411 Legislative Avenue  
Dover, Delaware 19901

Dear Senator Huxtable:

The City of Lewes continues to seek more affordable housing as employers in Lewes and throughout Delaware continue to face challenges in recruiting and retaining their workforce. The 140-unit Dutchman's Harvest workforce housing complex is currently under construction. The Donovan-Smith Manufactured Home Park now has a conditional use process to develop 30 additional lots, and we recently enacted an Accessory Dwelling Unit ordinance that will add more housing stock. This has been accomplished through incentives and collaboration with real estate developers, local businessmen, and robust community input working closely with our planning commission and city government.

Senate Joint Resolution No. 8 of the 1st session of the 153rd General Assembly created a pilot program designed to encourage local zoning reform efforts that would help increase affordable housing. The city of Lewes is one of ten municipalities currently participating in and taking advantage of the assistance offered by Senate Joint Resolution 8. Before enacting a risky, "one size fits all" statewide mandate, shouldn't we review the results of these pilots? Let's see what works and where we need improvement by letting the pilots run their courses, study the results, and re-evaluate at that time. This approach may create more affordable housing while also permitting cities like Lewes to retain their character and distinct identity.

We all agree with you and your colleagues that increasing more affordable housing is critical to Delaware's future. We also know that SB 23 and succeeding substitutes continue to generate questions and concerns from our community members. In particular, the unclear impact of by-right development; the elimination of public hearings for all mixed-use development applications; and the shift of financial responsibilities from developers onto our local municipal finances are amongst the concerns shared by citizens and council members, alike.

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The First Town in the First State

P.O. Box 227  
Lewes, Delaware 19958

(302) 645-7777  
Fax (302) 645-6406

Website: [www.ci.lewes.de.us](http://www.ci.lewes.de.us)

The Honorable Russ Huxtable  
June 11, 2026  
Page 2

We cannot support SB 23 and the substitutes; it is simply too risky. We are genuinely frustrated that the state is getting closer to overriding our ability to make informed, local land use decisions that reflect our community's values.

We urge you and your colleagues to revisit Senate Joint Resolution 8. Eliminate mandates, offer more incentives. The pilots deserve the opportunity to develop housing while also respecting municipalities for long-held rights to make land use decisions.  
Thank you for considering our views.

Sincerely,



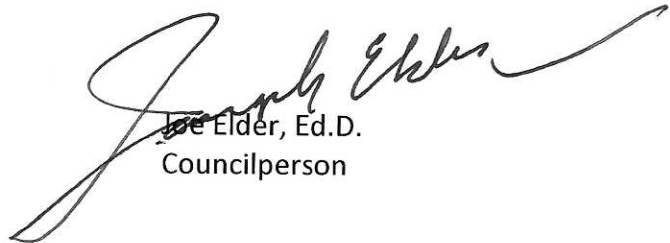
Amy Marasco  
Mayor



Khalil Saliba  
Deputy Mayor



Tim Ritzert  
Councilperson



Joe Elder, Ed.D.  
Councilperson



Trina Brown Hicks  
Councilperson

- CC:
- The Honorable Daniel Cruce, State Senator
  - The Honorable S. Elizabeth Lockman, State Senator
  - The Honorable Ray Seigfried, State Senator
  - The Honorable David P. Sokola, State Senator
  - The Honorable Stephanie L. Hansen, State Senator
  - The Honorable Nicole Poore, State Senator
  - The Honorable Kyra L. Hoffner, State Senator
  - The Honorable Eric Buckson, State Senator
  - The Honorable David L. Wilson, State Senator
  - The Honorable Gerald W. Hocker, State Senator

- The Honorable Darius J. Brown, State Senator
- The Honorable Laura V. Sturgeon, State Senator
- The Honorable Spiros Mantzavinos, State Senator
- The Honorable John "Jack" Walsh, State Senator
- The Honorable Bryan Townsend, State Senator
- The Honorable Marie Pinkney, State Senator
- The Honorable Dave G. Lawson, State Senator
- The Honorable Trey Paradee, State Senator
- The Honorable Brian Pettyjohn, State Senator
- The Honorable Bryant L. Richardson, State Senator

# The City of Lewes



June 12, 2026

The Honorable Alonna Berry  
The Honorable Claire Snyder-Hall  
Delaware State House of Representatives  
411 Legislative Avenue  
Dover, Delaware 19901

Dear Representatives Berry and Snyder-Hall:

The City of Lewes continues to seek more affordable housing as employers in Lewes and throughout Delaware continue to face challenges in recruiting and retaining their workforce. The 140-unit Dutchman's Harvest workforce housing complex is currently under construction. The Donovan-Smith Manufactured Home Park now has a conditional use process to develop 30 additional lots, and we recently enacted an Accessory Dwelling Unit ordinance that will add more housing stock. This has been accomplished through incentives and collaboration with real estate developers, local businessmen, and robust community input working closely with our planning commission and city government.

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We all agree with you and your colleagues that increasing more affordable housing is critical to Delaware's future. We also know that SB 23 and succeeding substitutes continue to generate questions and concerns from our community members. In particular, the unclear impact of by-right development; the elimination of public hearings for all mixed-use development applications; and the shift of financial responsibilities from developers onto our local municipal finances are amongst the concerns shared by citizens and council members, alike.

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The Honorable Alonna Berry  
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We urge you and your colleagues to revisit Senate Joint Resolution 8. Eliminate mandates, offer more incentives. The pilots deserve the opportunity to develop housing while also respecting municipalities for long-held rights to make land use decisions.

Thank you for considering our views.

Sincerely,



Amy Marasco  
Mayor



Khalil Saliba  
Deputy Mayor



Tim Ritzert  
Councilperson



Joe Elder, Ed.D.  
Councilperson



Trina Brown Hicks  
Councilperson

The Honorable Alonna Berry  
The Honorable Claire Snyder-Hall  
June 12, 2026  
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CC: The Honorable Nnamdi O. Chukwuocha, State Representative  
The Honorable Stephanie T. Bolden, State Representative  
The Honorable Josue O. Ortega, State Representative  
The Honorable Jeff Hilovsky, State Representative  
The Honorable Kendra Johnson, State Representative  
The Honorable Debra Heffernan, State Representative  
The Honorable Larry Lambert, State Representative  
The Honorable Sherea'a Moore, State Representative  
The Honorable Kevin S. Hensley, State Representative  
The Honorable Melanie Ross Levin, State Representative  
The Honorable Jeffrey N. Spiegelman, State Representative  
The Honorable Krista Griffith, State Representative  
The Honorable DeShanna U. Neal, State Representative  
The Honorable Kamela T. Smith, State Representative  
The Honorable Franklin D. Cooke, State Representative  
The Honorable Melissa Minor-Brown, State Representative  
The Honorable Sophie Phillips, State Representative  
The Honorable Kimberly Williams, State Representative  
The Honorable Frank Burns, State Representative  
The Honorable Michael F. Smith. Richardson, State Representative  
The Honorable Mara Gorman, State Representative  
The Honorable Edward S. Osienski, State Representative  
The Honorable Cyndie Romer, State Representative  
The Honorable Madinah Wilson-Anton, State Representative  
The Honorable Eric Morrison, State Representative  
The Honorable William J. Carson, State Representative  
The Honorable William Bush, State Representative  
The Honorable Shannon Morris, State Representative  
The Honorable Sean M. Lynn, State Representative  
The Honorable Kerry Evelyn Harris, State Representative  
The Honorable Charles S. Postles, Jr., State Representative  
The Honorable Lyndon D. Yearick, State Representative  
The Honorable Jesse R. Vanderwende, State Representative  
The Honorable Bryan W. Shupe, State Representative  
The Honorable Valerie Jones Giltner, State Representative  
The Honorable Ronald E. Gray, State Representative  
The Honorable Daniel B. Short, State Representative  
The Honorable Timothy D. Dukes, State Representative  
The Honorable Richard G. Collins, State Representative





The nation's only book festival  
devoted to history  
is here in Lewes!

HISTORY  
BOOK  
FESTIVAL



DO YOU LIKE TO READ?

HISTORY  
BOOK  
FESTIVAL



## HBF at a Glance:

- Founded in 2016 under GLF
- First full festival in 2017
- Stand-alone events
- 501(c)(3) in 2024

HISTORY  
BOOK  
FESTIVAL



## HBF at a Glance:

- Last Saturday of September
- 94% free
- History through broad lens
- Dynamic

HISTORY  
BOOK  
FESTIVAL



## HBF by the Numbers:

- 240 authors hosted
- Nearly 40K audience
- Over 150 volunteers
- Authors in schools:
  - 6,200 kids in
  - Eight districts
- '25 impact to Lewes = \$1.2M

HISTORY  
BOOK  
FESTIVAL



# Questions?



# City of Lewes

# DSHA Technical Assistance for

# Housing and Land Use Reform

Mayor and City Council Workshop

June 24, 2026

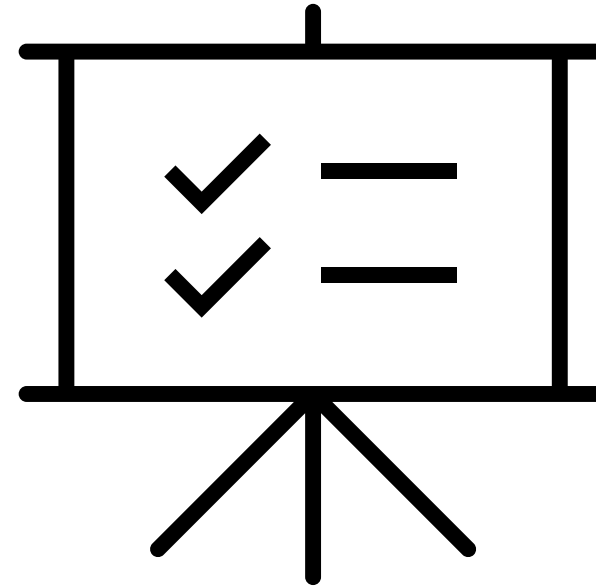


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# Agenda

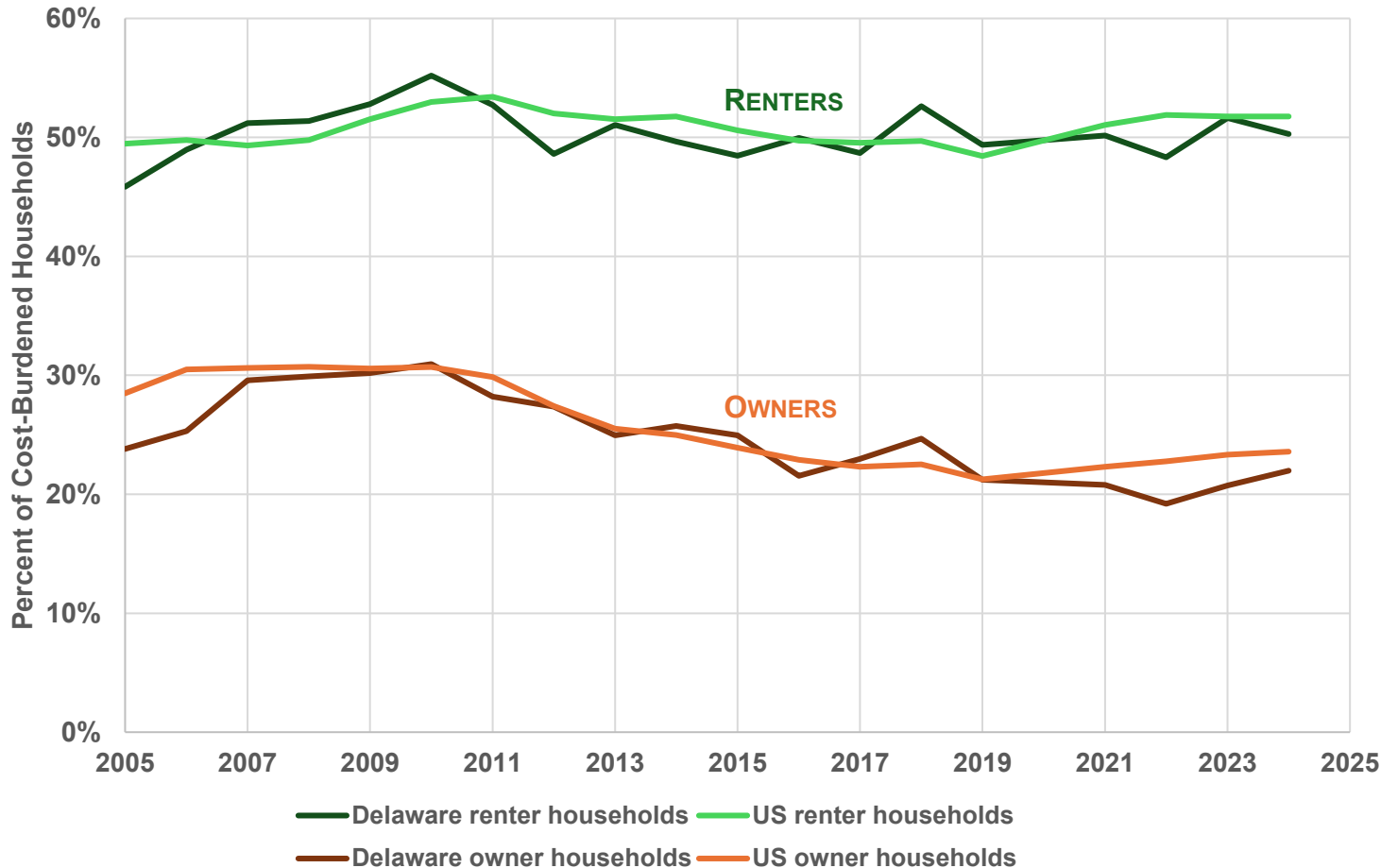
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- Housing Affordability Conditions
- Initiatives
- Pilot Project Overview
- Chosen Reforms
- Questions/Next Steps



# Housing Affordability in Delaware

Share of Cost-Burdened Renters and Owners (2005-2024)



## Cost-burdened households:

Households who spend at least 30% of their total income on rent or mortgage payments and utilities.

According to 2024 ACS data, 50% of renters and 22% of homeowners are cost-burdened in Delaware.

Median monthly housing cost in Lewes: **\$1,249**

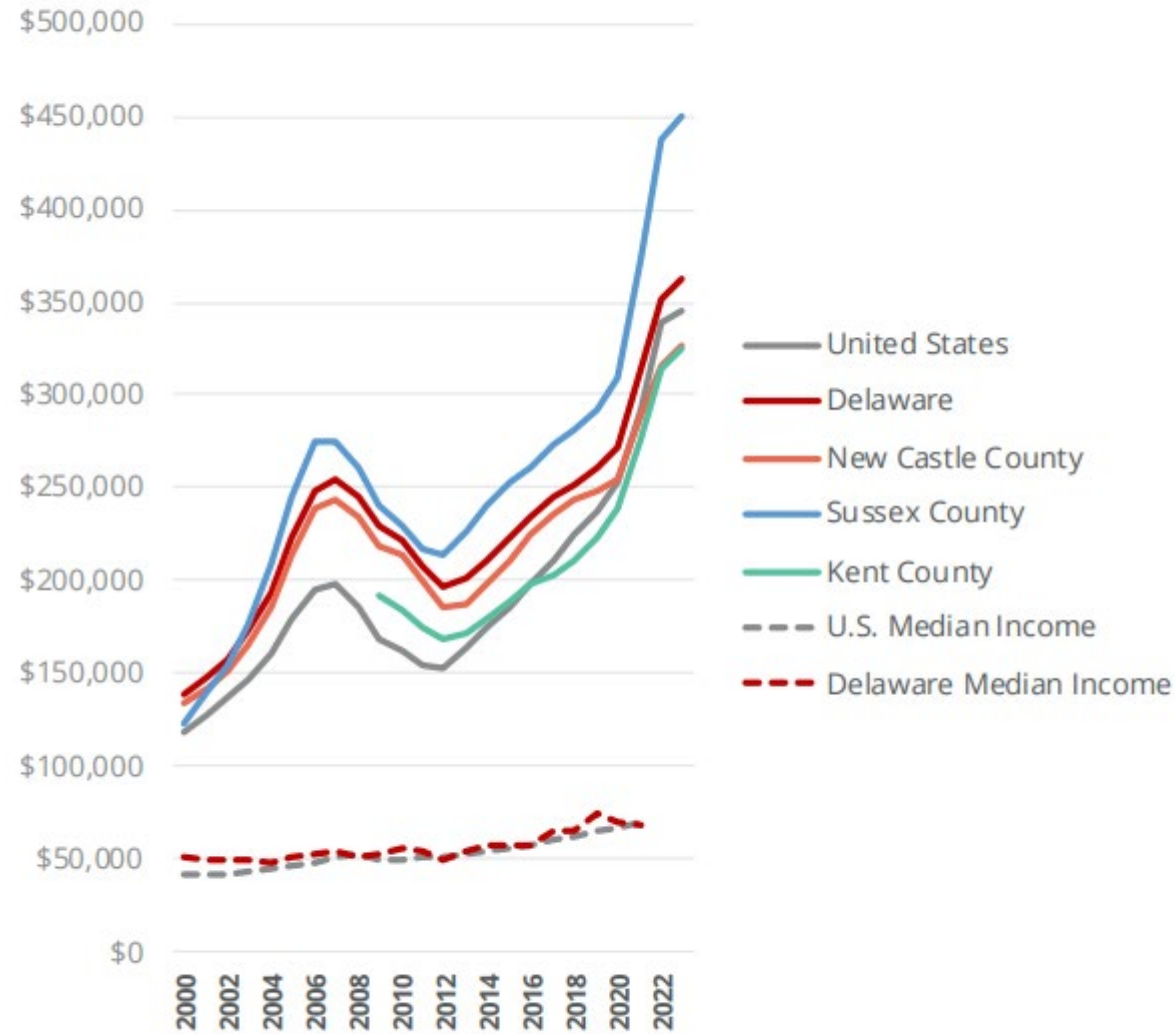
An individual would need to make **\$4,163** a month to afford the median housing cost in Lewes



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## Typical Home Value and Median Income, Delaware, 2000-2023



Note: Data for 2023 represents the typical home value for January through June.

Source: Zillow Home Value Index, Federal Reserve Bank of St. Louis, and Root Policy Research.

# How have housing costs changed over time compared to income?

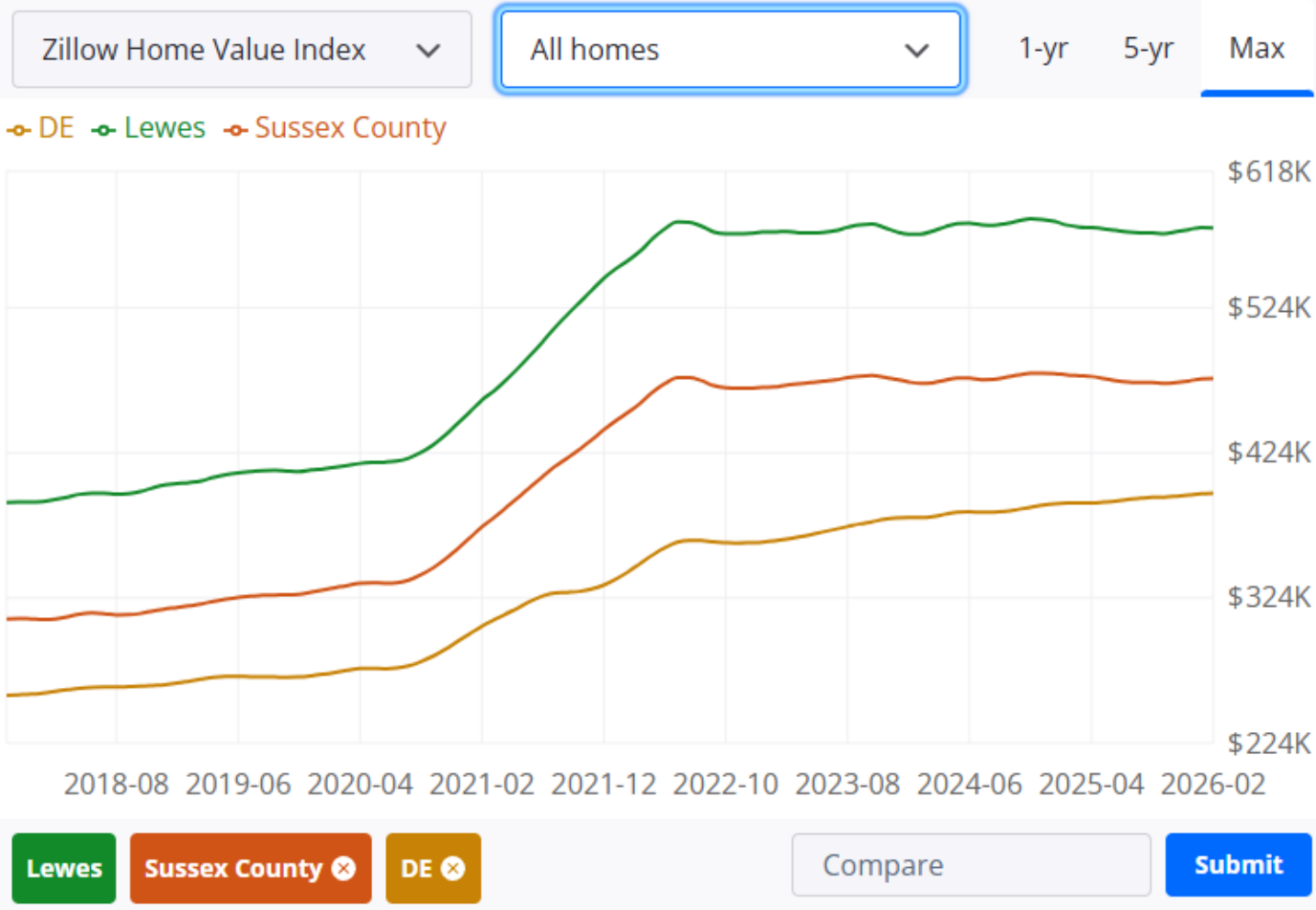


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# Zillow Home Value Index (ZHVI)

- The **ZHVI** is a smoothed, seasonally adjusted measure of the typical home value and market changes across a given region and housing type.
- It reflects the typical value for homes in the 35th to 65th percentile range.
- **Lewes ZHVI: \$579,037**
- **Sussex County ZHVI: \$475,272**
- **Delaware ZHVI: \$396,207**

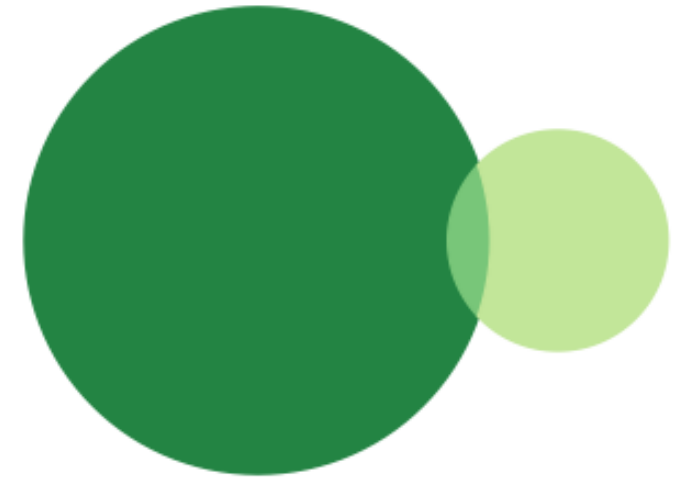


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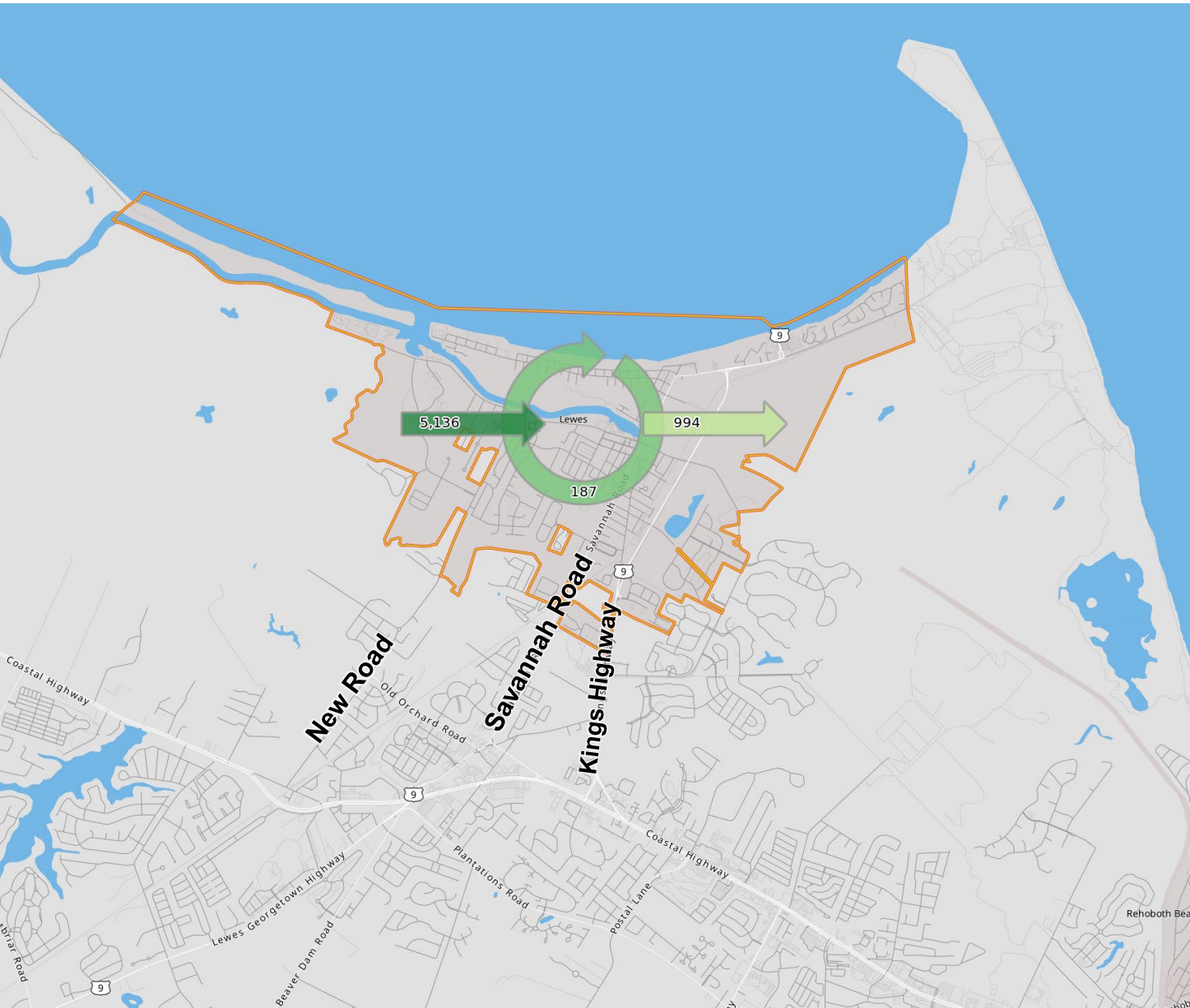


# Commuting Patterns: Inflow/Outflow of Workers

Inflow/Outflow Job Counts in 2023  
All Workers



- 5,136 - Employed in Selection Area, Live Outside
- 994 - Live in Selection Area, Employed Outside
- 187 - Employed and Live in Selection Area



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# Background – Delaware Initiatives



In response to Delaware’s housing affordability crisis, the General Assembly passed [House Bill 442](#), creating the Affordable Housing Production Task Force.



The Affordable Housing Production Task Force released a [report](#) which recommended implementing zoning reform to allow more housing choices at a local level.



The General Assembly passed [Senate Joint Resolution 8 \(SJR8\)](#), directing the DSHA to create a pilot program to provide technical assistance for municipal governments related to zoning reform.



DSHA opened an application process for municipalities to participate in this [pilot program](#) where they could select zoning reform options and Lewes applied to participate.



# Affordable Housing – Local Planning Initiatives

**Housing**

**Comprehensive Plan policy**

- Focus on Affordable Housing
- In conjunction with redevelopment or annexation proposals, explore opportunities to meet housing needs
- Need affordable / workforce housing consistent with City policies

Please mark whether you: agree [green dot], feel neutral [yellow dot], or disagree [red dot] with investing in the following solutions.

 <p>Allow Accessory Dwelling Units</p>	 <p>Expand Live-Work (residential above commercial) Opportunities</p>
 <p>Require Diversity of Housing Units for New Developments</p>	 <p>Require New Developments to Contribute to Affordable Housing Set-Asides</p>

**2022 Comprehensive Plan Update – Housing Component**



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## Menu of Zoning Reforms

- Allow Accessory Dwelling Units and/or “missing middle” housing types as a permitted use in residential zones
- Allow manufactured/modular homes where single-family detached homes are permitted
- Create pre-reviewed design plans for “missing middle” housing types
- Increase allowable density for housing by reducing minimum lots sizes and bulk standards to promote the development of compact housing
- Increase building heights for multifamily housing/mixed-use developments
- Establish an inclusionary zoning program to address affordable and workforce housing needs
- Allow higher density, mixed-use with residential in commercial zones or employment centers

WATCH INFORMATIONAL WEBINAR →

VIEW INFORMATIONAL PRESENTATION



# Delaware State Housing Authority (DSHA)

## Technical Assistance for Zoning & Land Use Reform

- Senate Joint Resolution 8 (SJR 8) directs DSHA to create a pilot program to support local zoning reform efforts.
- Voluntary participation by local jurisdictions.
- Pilot provides technical assistance to support local land use evaluations and changes.
- Jurisdictions are able to select the zoning and land use reforms that they are interested in pursuing



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# Housing Resources Committee (HRC)

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Advisory group of non-participating jurisdictions and state agencies who have deep understanding of local development processes

## Role

- ✓ Support technical assistance (TA) providers and local jurisdictions
- ✓ Provide expertise and guidance on challenges and solutions
- ✓ Engage and convene TA providers and municipalities via monthly meetings
- ✓ Evaluate proposed solutions
- ✓ Support development of public engagement

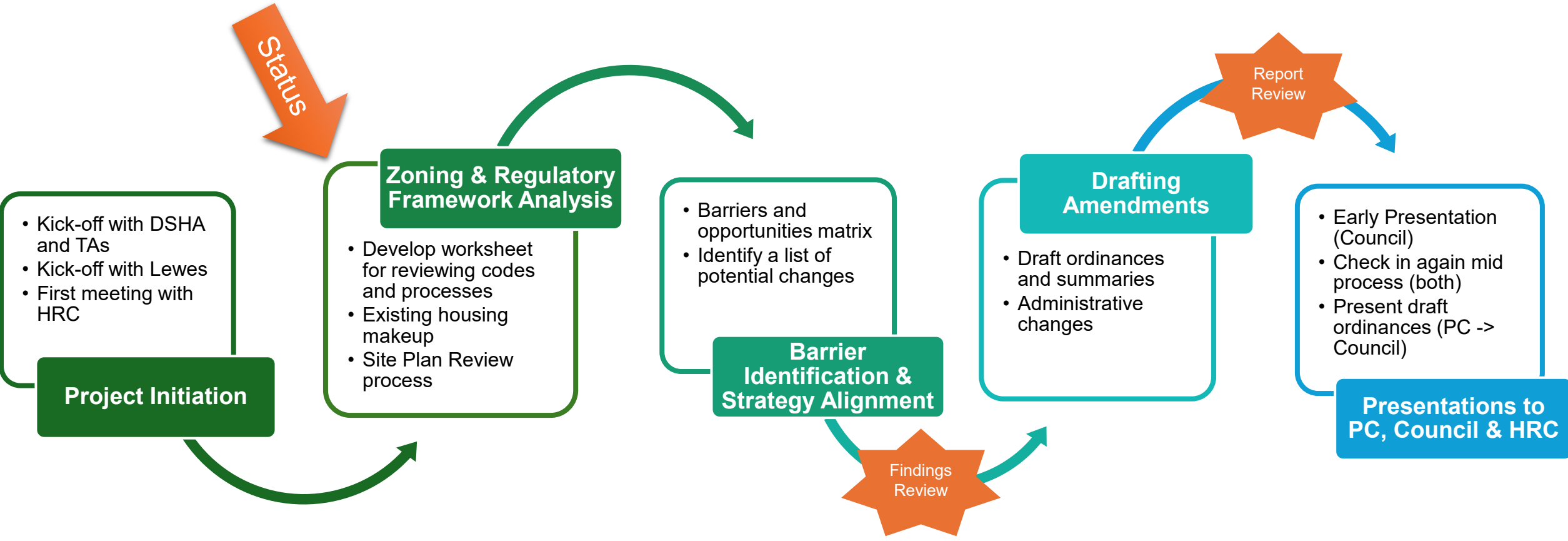


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# Our Approach

Status



HRC = Housing Resources Committee  
 TA – Technical Assistance providers



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# Chosen Reforms

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- Allow ADUs and/or “missing middle” housing types as permitted in residential zones
- Allow manufactured and/or modular homes placed on permanent foundations as a permitted use where single-family detached homes are permitted
- Create pre-reviewed design plans for “missing middle” housing types
- Increase buildable density for housing by reducing minimum lot sizes and bulk standards
- Increase building heights for multifamily housing and/or mixed-use developments
- Establish an inclusionary zoning program to address affordable and workforce housing needs
- Allow higher density, mixed-use with residential in commercial zones or employment centers
- Reduce parking requirements in areas zoned for residential and mixed-use to promote walkable communities and provide more affordable development opportunities



# Chosen Reforms

## Planning Commission Feedback

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Reform	Support	Opposed	Undecided
ADUs	5	1	0
Missing Middle	3	3	0
Manufactured/Modular Homes	3	2	1
Pre-Reviewed Designs	2	3	1
Buildable Density	3	1	2
Building Heights	2	2	2
Inclusionary Zoning	0	4	2
Higher Density Mixed-Use Residential	3	1	2
Reduced Parking Minimums	1	2	3



# Questions?

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The City of Lewes



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## Role and Responsibilities of the City Council Ex Officio

### Overview/Purpose

The ex officio serves as a liaison between the city council and city advisory bodies ( This includes commissions, committees, subcommittees, ad hoc, and work groups), supporting communication while respecting the commission's independent advisory role. As the liaison from council, the ex officio aids in ensuring clear communication, coordination, and alignment with city policies and plans.

Having a council member who serves as ex officio helps to:

- Provide communication and directives from city council to the advisory body
- Provide council's policy guidance/goals early in the process
- Improve coordination between city council and the advisory body
- Reduce misunderstandings between the bodies, that often require rework
- Help council better understand proposals and recommendations

Ex officio assignment is made annually by the mayor with consent of council at the annual city organizational meeting.

### Roles and Responsibilities

#### *a) Guidance*

The ex officio helps communicate and clarify the priorities, policies, and concerns of the city council to the advisory body and provides feedback from the body back to the council.

Provides procedural guidance to commission chairs and members, including compliance with bylaws, open meeting laws, parliamentary procedure, organizational policy, and compliance with city attorney direction. Ex officio members should be well-versed in these practices and may be required to provide or seek guidance on procedural questions.

#### *b) Participation in Meetings*

Attend meetings and, when possible, subcommittee sessions. Participate in discussions, offer guidance, answer questions, and provide parliamentary assistance. Supports the chair in

maintaining orderly meetings. Encourages respectful discussions among members and with the public.

Participates in the development of the agenda along with the chair and staff liaison.

Ex officio members shall serve as a non-voting participants (unless specified in the city charter and/or bylaws) and shall not be counted toward quorum.

### ***c) Context***

As advisory bodies deliberate, the ex officio helps members understand city goals and strategic plans and related documents, budget considerations, existing ordinances and community interests.

Serves as a sounding board for the chair on strategic and operational topics. Builds a strong working relationship with the chair to enhance collaboration.

### ***d) Support Information Flow***

The ex officio collaborates with the advisory body, encouraging timely updates to council on major initiatives.

Helps explain recommendations and the key elements of the body's deliberations as well as background information used to make their recommendations to council.

An ex officio member may be required to call upon other City Council ex officio members for historical context or knowledge when questions arise or when collaborative work needs to be accomplished.

### **Best Practices**

The ex officio plays a critical role in support of the advisory body's work. The role works best when the ex officio:

- Supports communication without overshadowing the advisory body's independence
- Listens more than directs, asking questions, rather than advocating a position
- Shuns side conversations with applicants or individual members
- Communicates with applicants and individual members only with the coordination of the chair, so that all communication remains aligned
- Does not independently direct City staff on matters related to the advisory body's work, including but not limited to projects, agenda topics, staff assignments, research requests, or other commission-related tasks

- May request city solicitor involvement (approval via the city manager or mayor to ensure aligns with city priorities and overall budget management) on a specific topic to further the advisory body's research and deliberations

### **Summary**

The ex officio serves as a bridge between the mayor and city council and its many advisory bodies. They help to share information, provide context on city policy, and ensure that recommendations move smoothly through the public decision-making process, and by their actions, respect that those advisory bodies retain their independence and thoughtful deliberation.

When this role is carried out with respect, transparency, and restraint it strengthens collaboration, builds trust in the community and ultimately leads to better decisions for the community.



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### **Staff Liaison: Ex officio to City of Lewes Advisory Bodies**

Each advisory body has a staff representative who serves as a non-voting member and acts as the point of contact between the body, city administration, Mayor and City Council and the public. The staff liaison is responsible for providing support and guidance to ensure the successful execution of the advisory body's goals.

To ensure continuity and consistency, the staff liaison serving as an ex officio member should, whenever possible, be the department head whose work most closely relates to the advisory body's mission and responsibilities. If the department head is unavailable, a designated staff member from the same department can fill that role, however, that designee should remain the same person.

### **Class Summary**

The Staff Liaison position serves as the primary administrative and policy support contact for members, ensuring compliance with all applicable laws, regulations, bylaws, and organizational policies.

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### **Essential Duties and Responsibilities**

- Assist the Chair and ex officio with preparation of agendas including attachments, posts agendas, and distributes meeting agendas and packets in accordance with the Open Meetings Act and other applicable statutes. When agendas are posted a copy will be forwarded to the members of the advisory body.
- Attends all meetings and participates in conference calls.
- Serves as the primary point of contact for members, city staff, elected officials, and the public regarding the advisory body's activities.
- Coordinates with department staff and city administration to submit grant applications and oversee grant management, prepare reports, research and recommend items for consideration and supports the recommendation to City Council and/or administration.
- Coordinates with the chair and Council ex officio to provide orientation and training for new members, including roles, responsibilities, and ethics requirements.

- Assists in the development and implementation of work plans, projects, and initiatives, taking into consideration resources, timelines, and budget.
  - Assists the chair in budget preparation and assures that operations remain within the approved budget.
  - Coordinate meeting logistics, including scheduling, location, technology setup, and public notifications.
  - Ensures compliance with state and local laws related to public records, ethics, and open meetings.
  - Assists with recruitment, application processing, and appointment of members.
- 

### **Knowledge, Skills, and Abilities**

- Knowledge of municipal government structure, operations, and functions.
  - Knowledge of state and local open meetings and public records requirements.
  - Familiarity with parliamentary procedure.
  - Understanding of the advisory body's mission as described in city code and bylaws (if applicable).
  - Strong organizational skills, with ability to manage multiple advisory bodies and deadlines.
  - Excellent oral and written communication skills.
  - Ability to establish and maintain effective working relationships with elected officials, appointed members, staff, and the public.
  - Skilled in researching, analyzing, and preparing clear, concise, and accurate reports.
  - Proficiency in Microsoft Office Suite and agenda management software.
- 

### **Boundaries and Limitations**

- Non-Voting Role: Liaison staff do not vote or count toward quorum.
- Not Meeting Facilitators: They do not run meetings or dictate agenda topics unless specified by code.
- Not Secretaries: Typically, they do not serve as the secretary to the advisory body, unless explicitly allowed.

Draft: June 15, 2026

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**AN ORDINANCE  
TO AMEND THE MUNICIPAL CODE OF THE CITY OF LEWES BY CREATING A  
NEW CHAPTER 21, ENTITLED “LEWES AFRICAN AMERICAN HERITAGE  
COMMISSION”**

**WHEREAS**, on January 13, 2020, the Mayor and City Council of the City of Lewes established the Lewes African American Heritage Commission to preserve the historical contributions and educate the public regarding the history and contributions made by the African American Community in Lewes, Delaware; and

**WHEREAS**, the Mayor and City Council of the City of Lewes now desire to codify the existence and essential structure of the Lewes African American Heritage Commission within the Municipal Code of the City of Lewes to provide a permanent, enduring foundation for its work; and

**WHEREAS**, the Mayor and City Council of the City of Lewes desire to preserve the Commission’s operational flexibility by allowing its mission, goals, and internal procedures to be governed through a Mission and Goals Statement and bylaws adopted and amended at the Commission level, subject to approval of the Mayor and City Council; and

**WHEREAS**, the Commission maintains an existing “Mission, Vision, and Goals” Statement attached hereto as Exhibit A; and

**WHEREAS**, the Commission maintains existing bylaws governing its internal operations (the “Bylaws”), attached hereto as Exhibit B.

**BE IT ORDAINED** by the Mayor and City Council, in session met, a quorum pertaining at all times thereto, in the manner following to-wit:

**Section 1.** Part I, Administrative Legislation, of the Municipal Code of the City of Lewes is hereby amended by adding a new chapter, to be designated as Chapter 21, “Lewes African American Heritage Commission,” to read as follows:

**CHAPTER 21  
LEWES AFRICAN AMERICAN HERITAGE COMMISSION**

**ARTICLE I  
GENERAL PROVISIONS**

**§ 21-1. Establishment.**

The Lewes African American Heritage Commission (the “Commission” or “LAAHC”) is hereby established as a permanent advisory commission of the City of Lewes. The Commission was

*Draft: June 15, 2026*

45 originally created by action of the Mayor and City Council on January 13, 2020, and is hereby  
46 codified within the Municipal Code.

47

48 § 21-2. **Mission.**

49

50 The mission of the Commission is to preserve the historical contributions and educate the public  
51 regarding the history and contributions made by the African American Community in Lewes,  
52 Delaware. The Commission may further develop statements of vision, goals, priorities, and  
53 related guidance consistent with its mission.

54

55 § 21-3. **Membership.**

56

57 **A.** The Commission shall consist of not fewer than five (5) or more than nine (9) members  
58 appointed by the Mayor, subject to confirmation by a majority vote of the elected  
59 members of the City Council.

60

61 **B.** Terms of appointed voting members shall be three (3) years. Ex-Officio members shall be  
62 non-voting, and shall serve one (1) year terms.

63

64 **C.** Members of the Commission may be reappointed by the Mayor and City Council for  
65 additional terms.

66

67 **D.** All members of LAAHC shall serve without compensation but may be reimbursed for  
68 actual expenses incurred in connection with their official duties.

69

70 **E.** Vacancies occurring other than by term expiration shall be filled for the unexpired term  
71 by appointment by the Mayor, subject to confirmation by a majority of the elected  
72 members of the City Council.

73

74 § 21-4. **Bylaws.**

75

76 The Commission shall maintain bylaws governing its internal operations, including but not  
77 limited to procedures for meetings, the duties and election of officers, and attendance  
78 requirements. Any amendments to the Bylaws shall be submitted to the Mayor and City Council  
79 for review and approval.

80

81

82 **Section 2.** If any provision of this Ordinance shall be deemed or held to be invalid or  
83 unenforceable for any reason whatsoever, such invalidity or unenforceability shall not affect any  
84 other provision of this Ordinance which may be given effect without such invalid or  
85 unenforceable provision, and to this end, the provisions of this Ordinance are hereby declared to  
86 be severable.

87





# Mayor and City Council Work Session – W. Fourth Street and Park Avenue

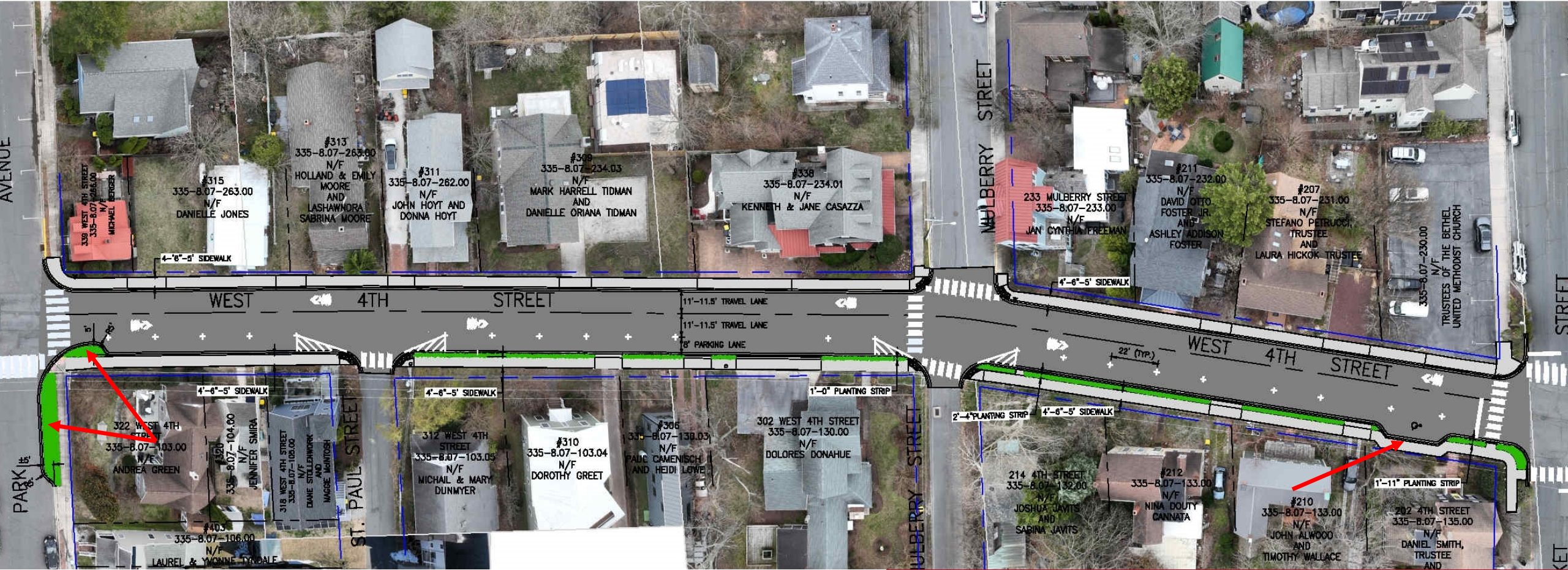
**June 24, 2026**



**Notes:**

- Back of sidewalk stays in the same location on the North side of the street
- Back of sidewalk moves 2-2.5ft back to create a planting strip at the Beebe parking lot
- New Marked 8ft wide parking spaces
- Marked parking spaces same as existing street 8ft wide. Four additional parking spaces are proposed.
- New required ADA parking space at the corner of Market Street and West 4th Street

	<u>EXISTING CONDITION</u>	<u>PROPOSED CONDITION</u>
Travel Lanes	11.5-12 feet	11-11.5 feet
Sidewalk	5 feet	5 feet
Parking (marked)	15	17



**Notes:**

- Back of sidewalk stays in the same location both sides of street
- New Marked 8ft wide parking spaces
- New required ADA parking space at the corner of Market Street and W.4<sup>th</sup> Street
- Proposed Bump Out at the West 4<sup>th</sup> Street Park Avenue intersection

	<u>EXISTING CONDITION</u>	<u>PROPOSED CONDITION</u>
Travel Lanes	11.5-12 feet	11-11.5 feet
Sidewalk	4.25 - 5 feet	4 - 5 feet
Parking (marked)	N/A	15



- Notes:
- Back of sidewalk stays in the same location
  - No sidewalk on the north side of the street
  - New Marked 8ft wide parking spaces
  - Proposed Bump Out at West 4<sup>th</sup> Street and Park Avenue intersection

	<u>EXISTING</u> <u>CONDITIO</u> <u>N</u>	<u>PROPOSED</u> <u>CONDITION</u>
Travel Lanes	12+ feet	11.5-12 feet
Sidewalk	4 - 5 feet	4 - 5 feet
Parking (marked)	N/A	13



**SAVE HISTORIC  
4<sup>TH</sup> STREET LEWES**

JUNE 16, 2026

## **MAYOR AND MEMBERS OF THE TOWN COUNCIL,**

Thank you for the opportunity to speak today. I am here to present a petition signed by residents who share concerns about the proposed above-ground changes to 4th Street associated with the water pipe installation project. We recognize and support the need for these critical infrastructure improvements, and we appreciate the Council's efforts to move the project forward. However, the strong response to this petition reflects a shared desire to preserve the residential, historic small-town character, safety, and visual appeal of 4th Street. We respectfully submit this petition as evidence of community interest and engagement, and we ask that the concerns of the residents who signed it be carefully considered as discussions regarding the proposed street changes continue.

# **COPY OF PETITION SIGNED BY RESIDENTS:**

## **IT'S NOT TOO LATE TO SAVE HISTORIC 4TH STREET**

While the Town Council has voted to move forward with the bidding process to ensure this much-needed water pipe installation project can proceed, our Mayor remains open to further discussion regarding the proposed above-ground changes to 4th Street in Lewes.

We are seeking community support to help preserve the residential, historic small-town character of 4th Street. We support necessary infrastructure improvements but oppose several proposed changes that we believe would negatively impact the neighborhood's safety, appearance, and historic charm.

We encourage residents to stay engaged, ask questions, and support efforts to preserve the unique character, safety, and historic identity of 4th Street while allowing essential infrastructure improvements to move forward.

# **COPY OF PETITION SIGNED BY RESIDENTS:**

- **SIDEWALK WIDENING**

Increasing sidewalk widths from 4 feet to 5 feet, particularly where this would require extending into residents' front or side yards through additional right-of-way acquisition. It is important to note that this widening is not required for ADA compliance or by code.

- **NARROWER TRAVEL AND PARKING LANES**

Reducing travel lanes to 11 feet and parking lanes to 8 feet as a traffic-calming measure. We believe these narrower dimensions could create safety concerns for bicyclists, motorists, and residents who regularly park along the street.

- **REMOVAL OF MATURE HEALTHY TREES**

Removing large, healthy trees along 4th Street without a clearly identified plan for replacing them with trees of appropriate size and character.

- **BIKE SHARROWS ON 4TH STREET**

Designating 4th Street as a bike-sharrow route. We believe bicycle routing would be better accommodated along Burton Avenue and through the Shipcarpenter Square area into town.

- **PAINTED PARKING SPACE MARKINGS**

Adding painted parking space markings along a residential street where they are unnecessary and inconsistent with the historic neighborhood character.

- **BUMP-OUTS AND EXPANDED PLANTING STRIPS**

Installing curb bump-outs and widening planting strips, which would further alter the historic streetscape and residential feel of 4th Street.

# SAVE HISTORIC 4TH STREET

## PETITION STATEMENT

By signing below, we affirm that we oppose the proposed changes identified on Page 2 of this document and support preserving the historic residential character of 4th Street in Lewes. Our signatures indicate our request that these proposals be reconsidered and that community concerns be fully addressed before any final decisions are made.

NAME	ADDRESS	EMAIL	PHONE	SIGNATURE	DATE
	Jan Freeman	337 Mulberry St.	215-569-1616	Jan Freeman	6/13/26
403	C. WENDELL ALFRED	403 W. 4 <sup>th</sup> ST	302-249-7410	Wendell Alfred	6/13/26
403	R. Michael Clemmer	403 W. 4 <sup>th</sup> ST	302-249-7410	R. Michael Clemmer	6/13/26
306	PAUL CAMENSON	306 W. 4 <sup>th</sup> ST.	302-841-0745	Paul Camenson	6/13/26
306	Heidi Love	306 W 4 <sup>th</sup> ST	302 841 0908	Heidi Love	6/13/26
	Jan Mast	402 Burton	484-686-7590	Jan Mast	6/14/26
	Richard Mast	402 Burton Ave	610 639 4711	Richard Mast	6/14/26
	Cynthia M Opdenbeek	28 SHIPPOPPENLEY SQ	(302) 200 9162	Cynthia M Opdenbeek	6/15/26
	Charles S Cary	30 SHIPPOPPENLEY SQ	973 307 3124	Charles S Cary	6/15/26
	CARL OPDENBECK	28 SHIPPOPPENLEY SQ	(302) 200 9162	Carl Opdenbeek	6/15/26
	Elaine Simmerman	418 W. 4 <sup>th</sup> ST	302 841 4383	Elaine Simmerman	6/15/26
	Barry Simmerman	418 W 4 <sup>th</sup> ST	302 841 4612	Barry Simmerman	6/15/26
	Teemay Nalson	414 W 4 <sup>th</sup> ST	571 251 4491	Teemay Nalson	6/15/26
	TRACY TOSCHNO	407 BURTON AVE.	347.628.6992	Tracy Toschno	6/15/26

# SAVE HISTORIC 4TH STREET

## PETITION STATEMENT

By signing below, we affirm that we oppose the proposed changes identified on Page 2 of this document and support preserving the historic residential character of 4th Street in Lewes. Our signatures indicate our request that these proposals be reconsidered and that community concerns be fully addressed before any final decisions are made.

NAME	ADDRESS	EMAIL	PHONE	SIGNATURE	DATE
416	LISA PECKER 416 W 4TH		201-306-4002		6/12/26
	JENNIFER MOYER 407 VILLEN WAY	jennifer.moyer@gmail.com	202 997 9186		12 June 26
426	Joel Finchbaugh 426 W 4TH	Joel@JoelSAK.com	717-706-4538		6/12/26
426	Kimberly Finchbaugh 426 W 4TH ST.	KimFinchbaugh@gmail.com	<del>410-607-4000</del>		6/12/26
424	John B Alwood 424 W 4th St Lewes		302 398 6265 717-497-1013		
	Marie Isaacs 408 Daynter St.		410-802-3701		
410	PAUL KRATT 410 W 4TH ST.	MITZPAULK@GMAIL.COM	340-535-9896		6/12/26
410	Betty A Kratt "	"	540-332-3409		6/12/26
404	Sara Sylvester 404 W 4th St.		301-502-6243		6/12/26
311	Donna Hoyt 311 W 4th St.	DJHoyt1@gmail.com	703 472 8296		
* 310	Josothy Greet 310 W 4th	JosothyGreet	302-276-5259		4/21/25
	Lythia Fueman 337 Mulberry St	bubba12121@aol.com			6/13/26
	Jane Casazza 338 Mulberry St	casazza@earthlink.net	302.260.2796		4/13/26
	Ken Casazza "				
				casazza@404.com	



Date 6/14/26  
To: City of Lewes  
From: Lori Bernstein & John Ansaldi  
36 Shipcarpenter SQ. Lewes, DE 19958  
703-587-5985

We are writing about the city's desire to narrow 4<sup>th</sup> Street and remove our beautiful old trees. Why?? It's a beautiful street and should remain, as is.

We are opposed to narrowing travel lanes on 4<sup>th</sup> street, narrowing parking lanes to 8' and widening sidewalks to 5'? We see nothing wrong with the width of 4<sup>th</sup> Street. It is well traveled, with cars and bikes. If you are concerned with speeders, put up a sign that shows your speed as you pass. Parking is an issue all over Lewes, and you want to reduce it? Again, why? Regarding the sidewalks, why would you cut into resident's already small front yards? The grass and flowers are lovely. There are old healthy trees lining the street that give it character. The current width of the sidewalks are easily walkable; code doesn't require 5' sidewalks. There's no reason to widen the sidewalks.

Why are we spending money to change things that don't need to be changed? Why? You are supposed to be the stewards to keep Lewes quaint. Keep it that way.

410 W. 4TH ST  
Lewes, DE 19958  
June 12, 2026

Amy Marasco, Mayor  
Ellen Lorraine McCabe, City Manager  
City Hall  
114 E. Third St  
Lewes, DE 19958

To Whom It May Concern:

We purchased this lot on 4TH ST in 1998 after searching parts of the east coast for a historic community near the ocean. On our first vacation to Lewes, DE, we were so taken with the charm that we bought the empty lot in two weeks. We built the house in 2006 about 20 years ago. We enjoy living here and like our community of neighbors. We enjoy walking the neighborhood, especially the shaded, tree-lined streets, and walk to church, restaurants, and the grocery store.

We realize that the water pipes in Camille subdivision need to be replaced; they are over 100 years old. We have attended the meetings to discuss the changes that would occur and have been asked for our input. We have discussed this with our neighbors, many who have lived here as long as we have or longer.

This is what we have found. In 20 years, with the current parking situation on 4TH ST, which hasn't worsened in that time, there is not a parking problem. Everyone who needs a space on 4TH ST is able to park there. We do not want parking lines on the street. It

will affect the ambiance and limit parking. We also do not want bump outs for the same reason. Bump outs also decrease the width of the road, and this can lead to problems. We have had two cars hit at different times across from the bump out on DuPont AV. We do not want the size of the sidewalk to change because it is fine now. Even in tourist season and with The Farmers' Market, there are never hoards of people walking down the sidewalk. Increasing the sidewalk size would unnecessarily narrow the width of the street. We happen to love trees on these sidewalks! If the shade trees on 4TH ST must be removed, we want to know BEFOREHAND when they will be replaced and with what.

We thought that when you had the meetings to ask for our opinion, the residents of 4TH ST who attended already made these requests.

Sincerely,

Paul and Betty Anne Kratt

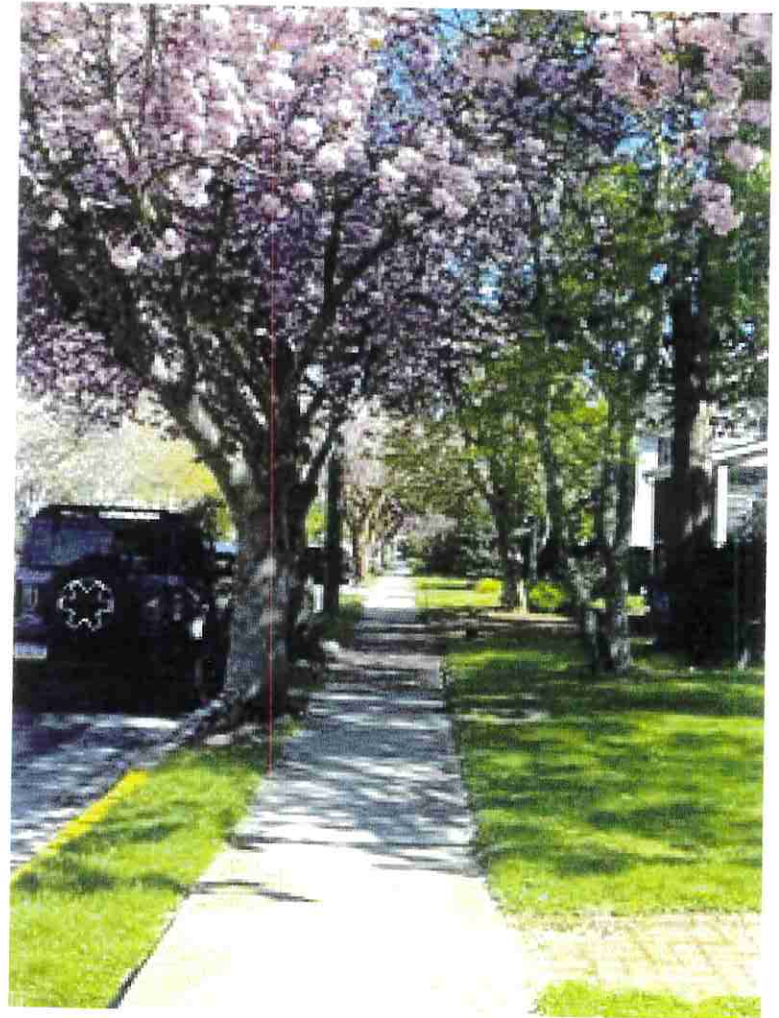
## **OBSERVATIONS AND QUESTIONS**

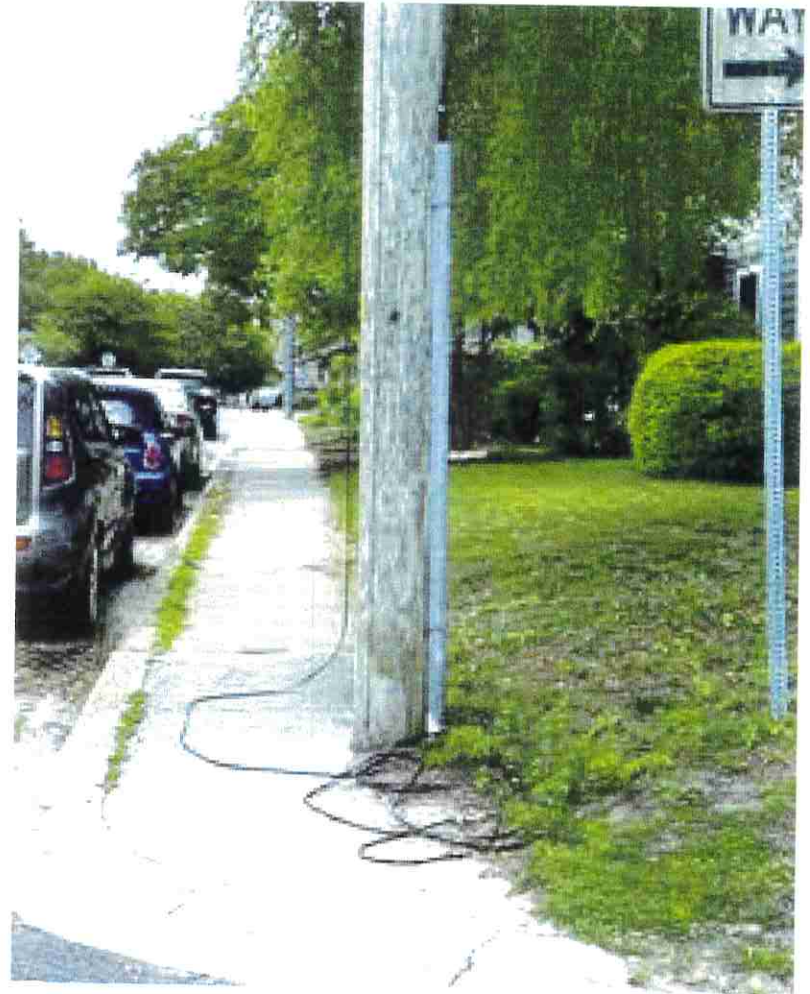
I am here today to discuss potential alternatives that would allow the Town to achieve its infrastructure goals while preserving the historic character and residential scale of 4th Street. While we understand and appreciate the Town's desire to improve walkability, traffic flow, and parking, many residents believe the proposed changes do not meaningfully enhance pedestrian safety or accessibility and instead risk altering the unique character of the neighborhood.

I have included recent photographs of current conditions along 4th Street for the Council's consideration and welcome a discussion of alternative solutions that balance infrastructure improvements with historic preservation.

## OBSERVATIONS AND QUESTIONS

The existing sidewalks along 4th Street currently range from approximately 40 to 48 inches in width. Residents have expressed strong opposition to expanding these sidewalks to 5 feet. During several public meetings, the Town's legal counsel indicated that a 5-foot sidewalk width is neither required by the City of Lewes nor necessary to meet ADA compliance standards.





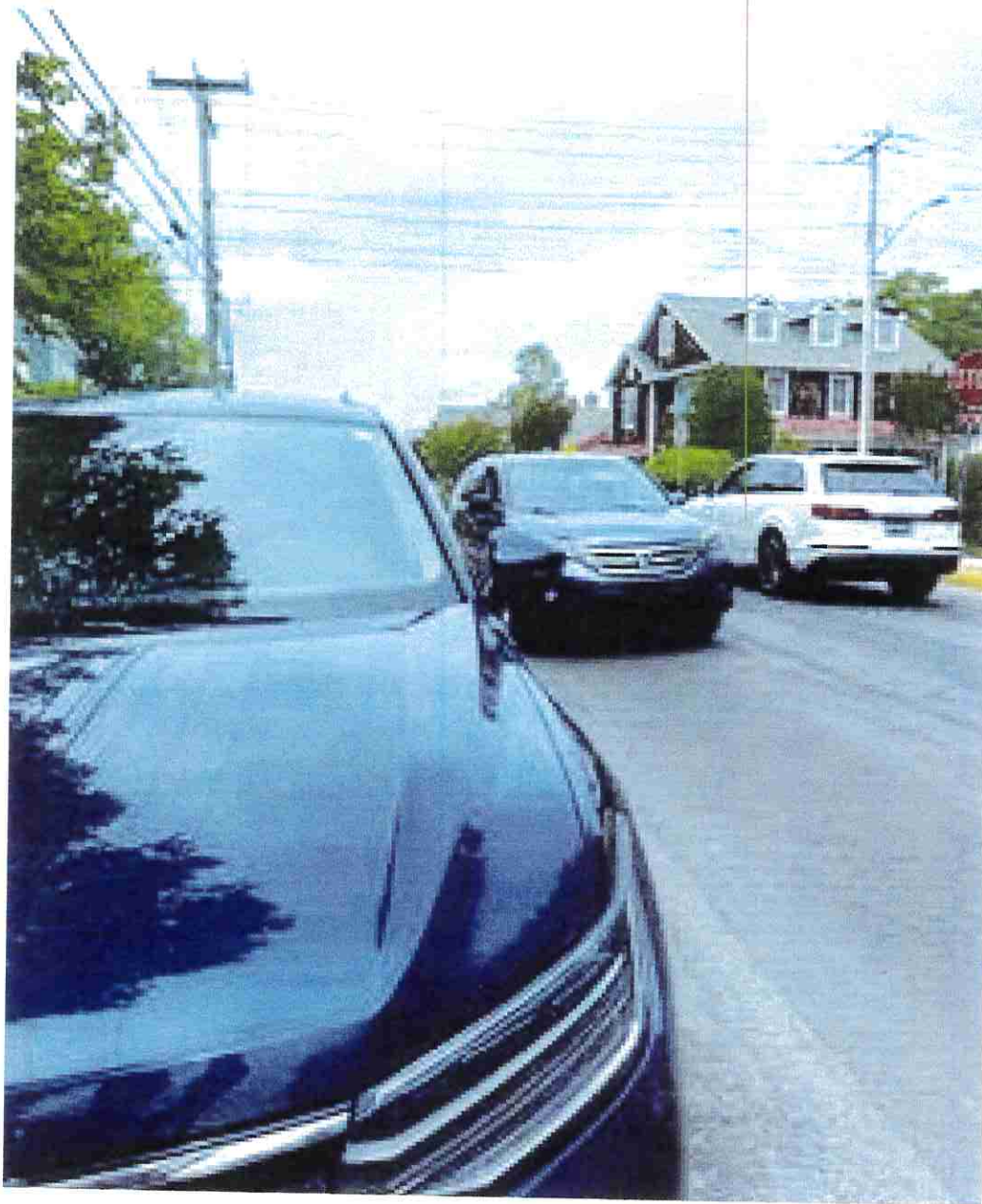
**In some areas, overgrown shrubs extend into the sidewalk corridor, reducing the available walking space and creating challenges for pedestrians.**

**A utility wire has remained on the ground alongside the sidewalk for more than six months without being addressed.**



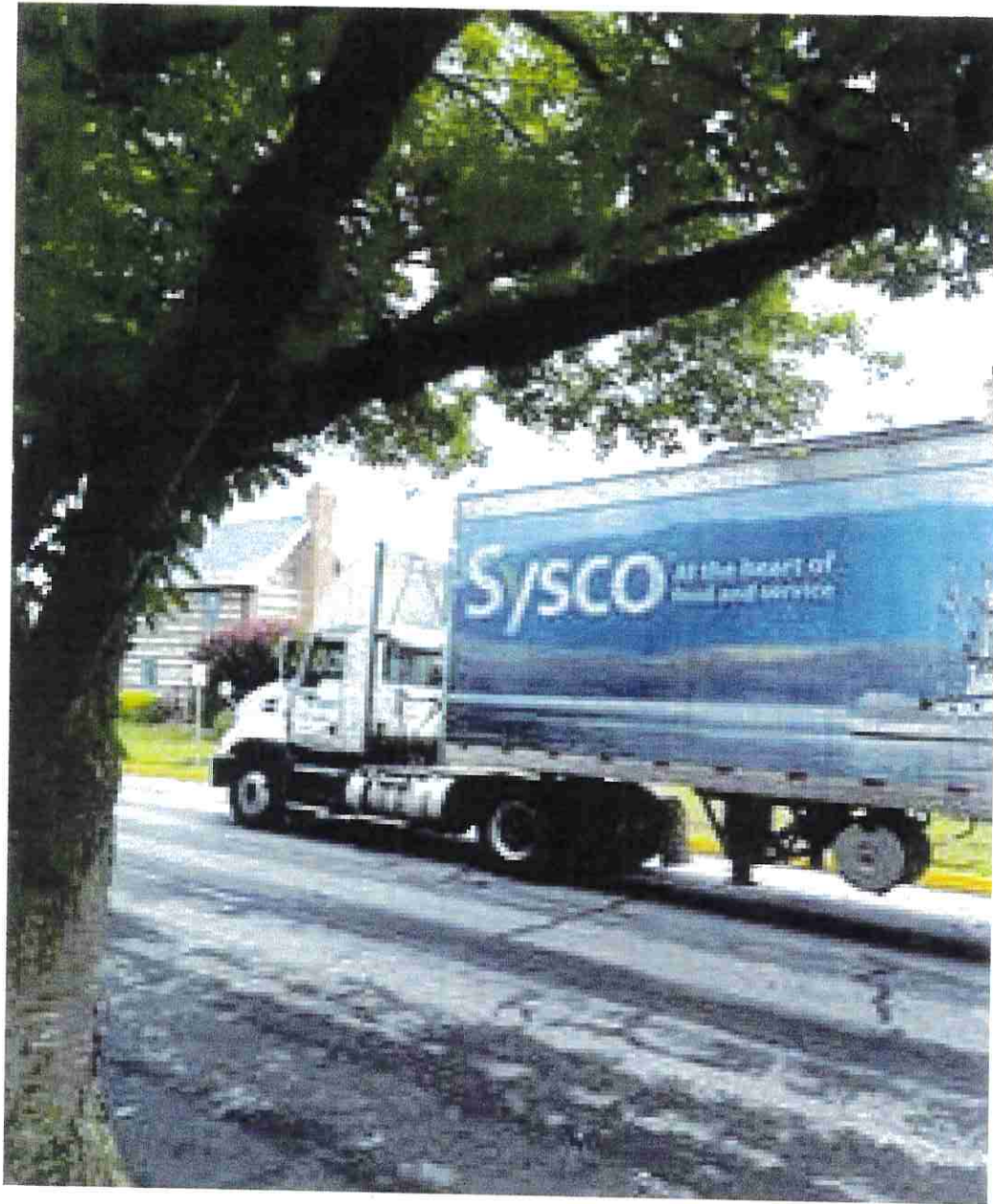
At its narrowest point (4th Street at Market Street) this corridor already operates within constrained roadway conditions. Any proposal to expand sidewalks or introduce curb extensions (bump-outs) could further reduce available vehicular space at intersections, potentially creating traffic safety challenges.

Residents have expressed concern that such modifications may limit drivers' ability to safely stop, yield, and execute turning movements, particularly at intersections. This reduction in maneuvering space could increase the likelihood of conflicts between vehicles and pedestrians.



**At 4th Street and Mulberry Street, the roadway reaches one of its narrowest points. This constrained section has been associated with multiple reported incidents of vehicles being sideswiped where the roadway narrows.**

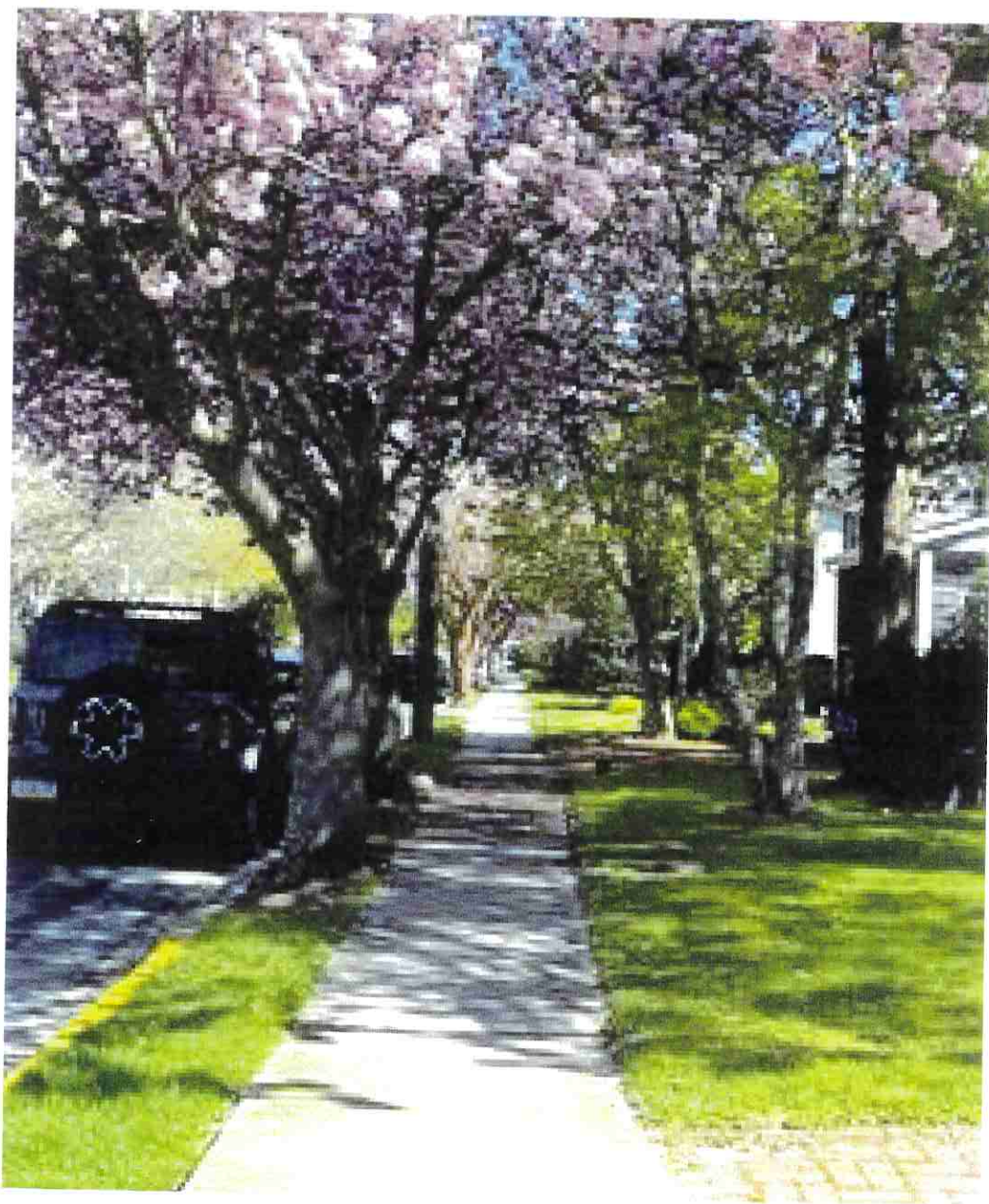
**For many residents, on-street parking is a necessity due to the lack of private driveways. On a two-way street with curbside parking, maintaining sufficient roadway width is essential to allow vehicles to safely pass one another while preserving safe and efficient traffic operations for all users.**



4th Street is not only a residential street but also an important access route for large vehicles, including moving trucks, delivery vehicles, and service providers. Furthermore, it provides a direct connection to the emergency evacuation route on New Road and is frequently used by fire, police, and emergency medical personnel. Preserving adequate roadway width and maneuverability is essential to ensure these vehicles can safely and efficiently access the neighborhood during both routine operations and emergency situations.



**3rd Street between Savannah Street and Market Street illustrates the consequences of inconsistent planning in tree replacement. This image clearly demonstrates what can occur when dead trees are removed without a coordinated strategy for timely and appropriate replacement.**

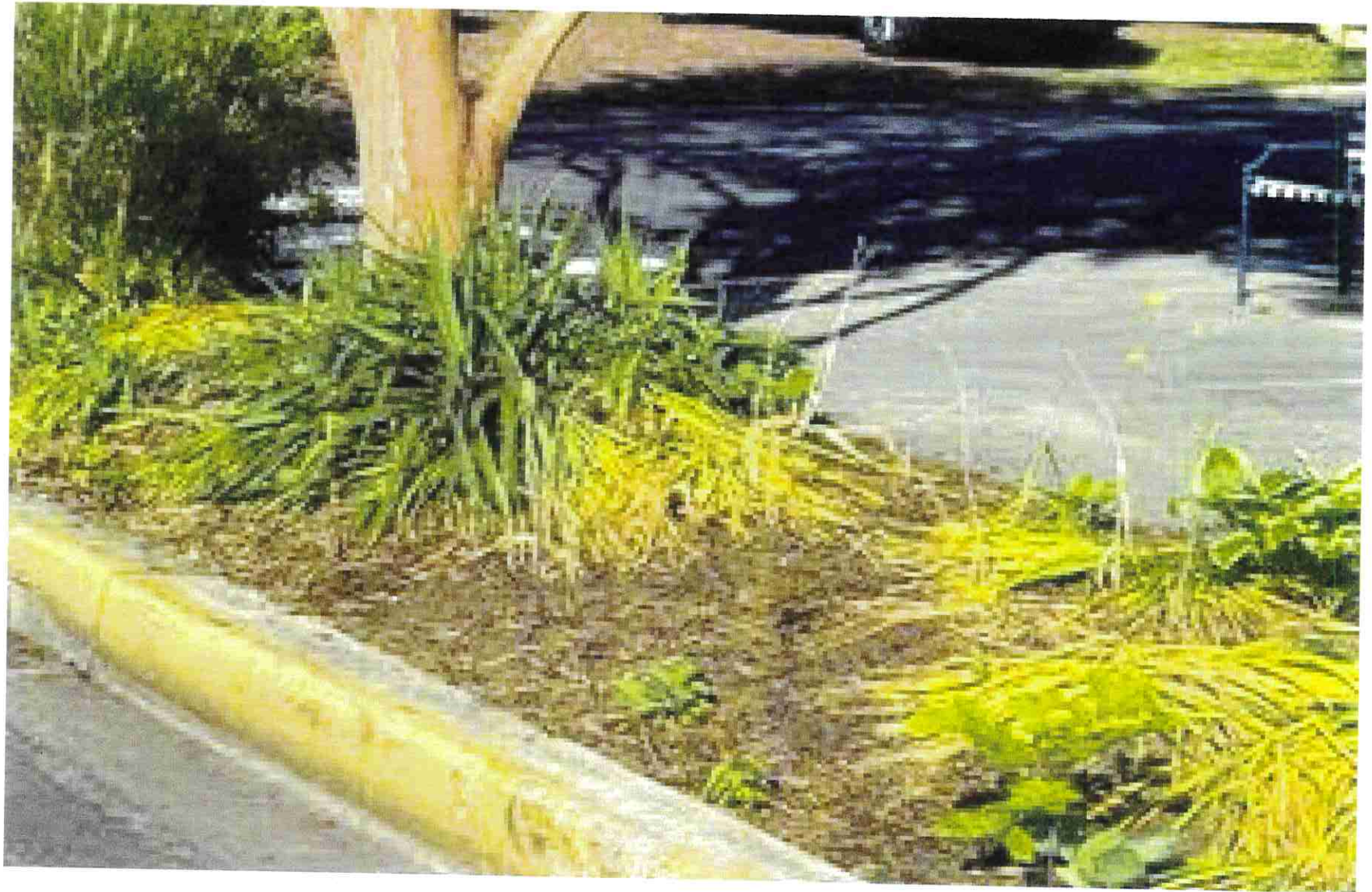


**Spring view of 4th Street highlights the shade, beauty, and distinctive character provided by the mature cherry trees, many of which exceed 25 feet in height. These trees contribute significantly to the corridor's historic feel and its welcoming, pedestrian-friendly atmosphere.**

**Given their importance to the streetscape, the City should develop and present a clear, coordinated plan for tree replacement that identifies appropriate species and mature size standards. Any replacement strategy should ensure continuity of canopy coverage while preserving the established character of the street.**



**Current overgrown appearance of Town-maintained landscaping bump-out on Market Street.**



**Current overgrown appearance of Town-maintained landscaping bump-out on Market Street.**



**Park Avenue: The Town should replace the sidewalks with like-kind materials, as stated by the City Manager during the April 2026 meeting.**

**Maintaining consistency in materials will help preserve the integrity, character, and historic charm of the streetscape, while ensuring the improvements remain in keeping with the surrounding neighborhood's aesthetic.**

## **IN CLOSING...**

We appreciate the Town's time, consideration, and continued engagement with residents throughout this project. We recognize the importance of completing necessary infrastructure improvements and support those efforts when implemented thoughtfully and in balance with neighborhood needs.

However, we respectfully reiterate our request that sidewalks remain at their current approximate 4-foot width, that curb extensions (bump-outs) be excluded due to their impact on residential parking and roadway circulation, and that any tree replacement or new plantings maintain the existing shade, scale, and character of the block. We also encourage the Town to carefully consider that roadway widening and reduced speed limits alone may not fully achieve the intended safety outcomes.

Finally, we request that the Town develop and present a clear plan for tree replacement, including appropriate species selection and mature size standards, to ensure consistency with the existing streetscape and long-term canopy coverage.