



**Parks and Recreation Commission  
Monday, June 15, 2026 at 5:00pm  
Bonnie Osler Meeting Room  
Regular Meeting  
AGENDA**

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A. CALL TO ORDER & ROLL CALL	
B. ANNOUNCEMENTS	
C. APPROVAL OF MINUTES	
1. <a href="#">2026 04 20 Parks &amp; Recreation Meeting Minutes</a> <a href="#">2026 05 18 Parks &amp; Recreation Meeting Minutes</a>	3 - 10
D. PROJECT UPDATES <i>Update on monthly activity, projects, and volunteer hours.</i>	
E. OLD BUSINESS	
1. Review and possible action of report to Delaware River and Bay Lighthouse Foundation regarding Harbor of Refuge Lighthouse. <a href="#">PRC Report to DRBLF</a>	11 - 13
2. Review and possible action on the commission's By-laws <a href="#">By-Laws Parks Recreation Commission FINAL 11.14.22</a>	15 - 19
3. Review and possible action on recommended skillset for new Parks and Recreation commissioners.	
F. NEW BUSINESS	
G. PUBLIC COMMENT	
H. ADJOURNMENT	

<https://us02web.zoom.us/j/83745036904?pwd=bi1i2Ta285VMNMabFj7TPKhcmDKREU.1>

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**The Bonnie Osler Meeting Room is located at 101 Adams Avenue, Lewes DE**



**City of Lewes**  
**PARKS & RECREATION COMMISSION**  
**Monday, April 20, 2026**  
**MINUTES**

The Lewes Parks & Recreation Commission met on **Monday, April 20, 2026 in the Bonnie Osler Meeting Room**, in accordance with proper notification, with the following members present: Interim Chair Kay Carnahan, Secretary Mardi Thompson, Commissioners Barry Duncan, Rodney Robinson, Ray Fratella, Mark Shue, and Christine Besche (remote). Also in attendance were: Parks & Marina Supervisor Giulia Kirsch, Deputy City Manager Janet Reeves, and Parks & Marina Specialist Strohm Edwards.

**A. CALL TO ORDER & ROLL CALL**

*The Parks and Recreation Commission Regular Meeting was called to order on Monday, April 20, 2026, at 5:00 PM in the Bonnie Osler Meeting Room, 101 Adams Avenue, Lewes, DE.*

**B. ANNOUNCEMENTS & AGENDA REVIEW**

*Interim Chair Kay Carnahan provided updates on upcoming city events.*

**C. APPROVAL OF MINUTES Parks 3-16-2026**

*Motion to approve the minutes of the March 16, 2026 meeting was made by Commissioner Rodney Robinson and seconded by Commissioner Ray Fratella. The motion carried unanimously.*

**D. PRESENTATION & POSSIBLE ACTION ON THE FOLLOWING ITEM:**

***Public Art Installation for Summer 2026***

*In the absence of Heidi Lowe, Chair of the Public Art Committee, Commissioner Barry Dunkin reported that the contract with the previously selected artist had fallen through. The Public Art Committee is exploring alternative options, including identifying other artists who may have pieces available on short notice.*

*Parks & Marina Supervisor Giulia Kirsch noted that the associated grant will need to be rewritten. She has been in contact with DDOA, who has requested a report. A full grant revision will be submitted once the necessary information is received. The Commission was advised that it would be kept informed as the situation develops. No action was taken.*

**E. PRESENTATION AND DISCUSSION REGARDING THE PARK SYSTEM APPROACH TO THE PARK MANAGEMENT.**

*Deputy City Manager Janet Reeves addressed the Commission to clarify the city's direction regarding a park system management approach and to address concerns that had been raised following the previous month's meeting.*

*She began by stating that there is no plan to disband the Parks and Recreation Commission. She explained that vacant commissioner positions have not yet been filled because the city is working through the systems approach and wants to identify appropriate skill sets for incoming commissioners. She indicated that preferred qualifications can be listed on the online application without excluding other applicants from being considered.*

*Deputy City Manager Reeves praised the Commission's existing work, noting that developing the short- and long-range plans and presenting prioritized projects to Mayor and City Council represents meaningful progress toward a systemic approach.*

*The committee members continued a general discussion regarding the direction for the park management, budgeting, and staffing levels.*

Chair Carnahan proposed adding a management plan discussion to the May agenda and agreed to distribute the current strategic plan in advance so commissioners could come prepared with updates. Deputy City Manager Reeves was thanked for her time and for the clarity her presentation provided.

- F. COMMISSIONERS REPORTS AND PROJECT UPDATES/STATUS** Commissioner Shue highlighted the Race for Open Space fundraiser on Saturday, April 25 at George HP Smith Park, beginning at 9:00 AM. Approximately 200 runners are expected, consistent with prior years. The route travels through Pilot Town Village and back to the park. He also reiterated the Juneteenth celebration on June 27.

**Commissioner Fratella** reported that Lewes in Bloom volunteers did an outstanding job preparing Dale Park for the Tulip Festival. He also commended city staff for promptly addressing a storm-damaged cedar tree behind the Fisher Martin House, which posed a safety hazard. Upcoming activities include the Tulip Dig on the coming Saturday, after which volunteers will begin transitioning to summer annual plantings.

**Commissioner Robinson** reported that the Friends of Canal Front Park held a successful Bunny Bonanza Easter celebration. He also provided an update on the Overfalls Museum: the exterior of the building is complete, interior work with permits for electrical and water is underway, a soft opening is planned for Maritime Day on May 16, and the grand opening is scheduled for July 4.

**Commissioner Dunkin** noted that there are a significant number of trees still down in his assigned parks. He is considering reaching out to dog park and garden plot user groups to organize a volunteer work crew to assist with trail cleanup.

**Commissioner Thompson** provided the following updates:

- The City of Lewes has received the Tree City USA designation for the 25th consecutive year for 2025.
- An urban community forestry planting grant from the Delaware Forest Service (50/50 match) will fund the planting of 11 trees at various locations this season, including Market Street, Second Street, behind the library, and at the trailhead.
- The semi-quincentennial swamp white oak specimen has been planted near the pavilion and will be the site of the Arbor Day celebration on Friday, April 24.
- A site visit was conducted with the Delaware Forest Service at New Road Forest regarding a spring planting of trees across 12 acres. A planting date has not yet been set.
- Lewes in Bloom has again applied for the America in Bloom award. Judges will arrive on July 12 with a commissioner breakfast meeting scheduled for Monday, July 13 at 7:30 AM.

**Chair Carnahan** reported on Johnnie Walker Beach, noting it looked excellent for the recent bonfire event, the mobi mat is in place, and the site is prepared for the interpretive sign installation.

At Savannah Beach, she observed the snow fence was down and some of it was damaged from plowing; staff confirmed they were already addressing this. She noted the parking blocks and benches were being leveled and the crossover replenishment was completed to a high standard. She flagged a concern about an unmarked light standard at Savannah Beach parking area and requested it be addressed before a vehicle collision occurs — this was promptly delegated to staff.

*She confirmed that May 1 remains the target date for Savannah Beach opening and for unlocking the restroom at Johnnie Walker Beach. She also indicated that she is postponing planned nature classes at Johnnie Walker Beach to summer 2027 to ensure the program launches successfully. Staff confirmed that irrigation is currently on at all parks.*

**Commissioner Christine Besche** experienced persistent audio difficulties via Zoom and was ultimately unable to deliver her report.

## **G. OLD BUSINESS**

### **1. Presentation and possible action regarding updated Chapter 63. Beach Ordinance**

Chair Carnahan provided background on Chapter 63, noting the ordinance dated to 1947 with a 1980 update and limited amendments thereafter. The current revision effort has been supported by the Ordinance Review Ad Hoc Committee, which has worked to align the beach ordinance with all other city code provisions to ensure consistency and avoid conflicts. She then provided an overview of the proposed changes recommended by the Ad Hoc Committee.

Alan Roth of the Ordinance Review Ad Hoc Committee, participating via Zoom, thanked the Commission and staff for their collaboration. He confirmed that most of the comments raised were consistent with the existing draft and that any remaining issues should be easily resolved. He noted that the ordinance must go to Mayor and City Council for ratification before taking effect, and acknowledged there is uncertainty about whether the updated ordinance would be in place for the current beach season.

Mr. Roth also shared that the review process uncovered approximately 59 provisions scattered throughout the city code under which individuals could theoretically be imprisoned for various violations. The committee is now undertaking a broader scrub of the entire code to address this issue.

#### **Motion:**

Motion to approve the draft Chapter 63 Beach Ordinance revision and return it to the Ordinance Review Ad Hoc Committee for further action as discussed was made by Commissioner Thompson and seconded by Commissioner Robinson. The motion carried unanimously.

### **2. Review and possible action of draft Drone ordinance**

Chair Carnahan reported that the item was brought forward based on her personal observations of drone activity at the beaches on multiple occasions, noting drones flying at very low altitudes.

Mr. Edwards confirmed that the beach patrol has received a small number of complaints from beachgoers regarding drones flying at low altitudes over sunbathers.

Commissioner Thompson raised the question of whether state code may preempt any municipal drone ordinance, noting that she had submitted information from the state code suggesting municipalities may have limited authority in this area. Chair Carnahan indicated she would seek an opinion from City Solicitor Alex Burns on this and related enforceability questions. She also noted that she had written to the police chief for input, and that Ms. Kirsch had spoken with representatives of the police department who indicated they had comments on the matter.

Commissioner Robinson noted that only the Rehoboth and Bethany ordinances were provided as reference materials and asked whether a draft Lewes ordinance exists.

Chair Carnahan acknowledged a very brief preliminary draft exists but that the question of legal authority needs to be resolved before further drafting proceeds.

The Commission agreed that the item should be further developed in the background — with input from the city solicitor and police department — before returning to the Commission for action. No motion was taken.

**3. Review and possible action on the commission’s By-laws – tentative**

Chair Carnahan noted that she remains the interim chair, and that guidance on the formal chair position is expected following the May 9 municipal election. She confirmed that proposed bylaw changes have been submitted by multiple commissioners and intends to bring these forward for full discussion once the leadership situation is clarified. No action was taken.

**H. PUBLIC COMMENT**

*No public comment was received.*

**I. ADJOURNMENT**

*Motion to adjourn was made by Commissioner Fratella and seconded by Commissioner Shue. The motion carried unanimously. The meeting was adjourned at 6:47 PM.*

Minutes submitted by: Jeffery Coover, Administrative Support Specialist

Minutes generated by HeyGov.ai

Transcripts available upon request

**City of Lewes**  
**PARKS & RECREATION COMMISSION**  
**Monday, May 18, 2026**  
**MINUTES**

The Parks & Recreation Commission met on **Monday, May 18, 2026 in the Bonnie Osler Meeting Room, 101 Adams Avenue, Lewes, DE**, in accordance with proper notification, with the following members present: Interim Chair Kay Canahan, Secretary Mardi Thompson, as well as commissioners Christine Besche, Barry Dunkin, Ray Fratella, and Mark Shue. City Councilmember Tim Ritzert, Parks & Marina Supervisor Giulia Kirsch, and Parks & Marina Specialist Strohm Edwards were also present.

**A. CALL TO ORDER & ROLL CALL**

*Chair Kay Carnahan called the meeting to order at 5:00 PM on Monday, May 18, 2026.*

**B. ANNOUNCEMENTS** *Chair Carnahan delivered the following announcements:*

- *Commissioners were reminded to log their volunteer hours.*
- *A mandatory training session covering governance, FOIA, anti-harassment, and anti-bullying is scheduled for Thursday, May 22nd. Chair Carnahan noted she would be unable to attend in person and would complete the training via Zoom at a later date, signing an acknowledgment of receipt. All commissioners were asked to RSVP.*
- *Memorial Day is Monday, May 25th. City Hall will be closed. Commissioners were encouraged to attend local commemorative events.*
- *The City of Lewes has issued its 2026 property tax bills; payment is due by June 30th.*
- *The Stango Park summer concert schedule is available on the city website.*
- *Chair Carnahan clarified that recent inquiries regarding relief stations in the residential section of Lewes Beach are not a Parks and Recreation matter. Parks & Marina Supervisor Kirsch had been handling related correspondence, and the Commission confirmed it would not be in a position to address this issue.*
- *The unveiling of the Johnnie Walker Beach sign is scheduled for Friday, May 30th at 10:00 AM at Johnnie Walker Beach. U.S. Senator Lisa Blunt Rochester is expected to speak, along with other dignitaries. The event is anticipated to last approximately one hour.*
- *Agenda Item F.2 on tonight's agenda would be moved to the June meeting.*

**C. APPROVAL OF MINUTES**

*Chair Carnahan noted that minutes were not available for approval this month and extended well wishes to longtime minutes-keeper Jackie Doherty. The minutes are on the agenda for the June meeting.*

**D. PRESENTATION**

**1. Presentation by the Delaware River and Bay Lighthouse Foundation**

Ron Parks, President of the Delaware River and Bay Lighthouse Foundation, presented on the current state and future of the Harbor of Refuge Lighthouse. He framed the presentation around two themes: the danger facing the structure, and the opportunity to preserve it.

**The Danger — Structural Deterioration**

Mr. Parks explained that the breakwater upon which the lighthouse sits is slowly eroding. An Army Corps of Engineers report issued December 3, 2023 identified a scour hole at the toe of the breakwater reaching 140 feet in depth, with significant rock displacement already visible. The Corps has mounted a GPS sensor atop the lighthouse to monitor movement; no significant movement has been recorded over the past ten months. Mr. Parks stressed that while the timeline is uncertain, the eventual collapse of the

breakwater is considered a matter of when, not if.

He noted that in 2011, the Corps spent approximately \$2.747 million repairing a short section of the breakwater near the lighthouse base, only to have the work largely destroyed by Hurricane Sandy in 2012. A 2023 Corps estimate put the cost of a more comprehensive repair at between \$90 million and \$123 million. Mr. Parks expressed limited confidence that such funding would be prioritized over beach replenishment and dredging projects.

The Foundation, a fully volunteer organization, holds ownership of the lighthouse structure. The Coast Guard maintains the light, solar panels, and foghorn as an active aid to navigation. Due to safety concerns, the Corps of Engineers has prohibited public access to the lighthouse via the breakwater for the past three years, preventing the Foundation from fulfilling its educational mission. The Foundation continues to conduct maintenance trips approximately three times per year at a cost of over \$2,000 per trip, representing its single largest budget item.

#### **The Opportunity — Relocation**

Mr. Parks introduced the possibility of relocating the lighthouse to land. Following a site visit in July of last year by Foundation board members and a team from ICC Commonwealth, engineers determined that the structure can be dismantled and moved. The estimated cost for relocation is approximately \$5.5 million — roughly 5% of the cost to repair the breakwater. The base estimate from ICC is \$4.1 million, with an additional \$500,000 to \$1.5 million recommended as a margin for fabrication of deteriorated components (notably corroded door hinges and hatches), new footing construction, and incidental moving expenses.

The lighthouse is 76 feet tall, 32 feet in diameter at the base, and sits on a caisson that extends an additional four feet around its circumference. The structure was originally assembled on-site from components fabricated in York, Pennsylvania, making disassembly and transport a recognized and feasible method. The Cape Hatteras Lighthouse was cited as a precedent for moving large historic structures.

Mr. Parks outlined the potential benefits of relocation: historical preservation, public education access without the need for boat transport, enhanced tourism, affirmation of the city's maritime heritage, and improved public safety by removing a potentially unstable structure from an area frequented by fishing boats.

He noted that the Foundation has been in contact with representatives from DNREC, the Delaware Historical Society, and staff from Senator Lisa Blunt Rochester's office and Senator Russ Huxtable's office. However, Mr. Parks stated that he wished the conversation about a potential Lewes location to begin locally before engaging state-level stakeholders, as the state may have its own interests in siting the lighthouse within Cape Henlopen State Park.

#### **Discussion**

Commissioners asked several clarifying questions. Chair Carnahan inquired about the ownership structure, confirming that the Foundation owns the structure while the Coast Guard maintains the navigational aids and would be required to provide a replacement aid if the lighthouse were moved. She drew a parallel to the scour holes discovered beneath the old Indian River Inlet bridge, noting the well-understood physics of tidal erosion in the region.

Commissioner Thompson asked whether the breakwater itself remains necessary for safe navigation and whether the Coast Guard or the Corps would be inclined to repair it for that purpose alone. Mr. Parks acknowledged that the two agencies would need to address this jointly, and that a simple light tower or signal could technically replace the lighthouse's navigational function without the breakwater. Mike Safina, representing the Overfalls Foundation and drawing on more than 30 years of government experience, noted the challenge of coordinating two separate federal agencies and the likelihood that

local interests could be caught in the middle.

Commissioner Besche asked about the footprint needed for a relocated lighthouse; Mr. Parks confirmed the 32-foot base diameter and 40-foot caisson diameter. City Councilmember Ritzert inquired about the condition of the iron structure; Mr. Parks acknowledged some deterioration, particularly around door hardware, which is factored into the relocation cost estimate.

A member of the public and local artist, Abraxas Hudson, offered supplementary remarks. He recounted that as far back as 2019, the Corps of Engineers had no clear plan for the breakwater, and that he had subsequently submitted engineering concepts to stabilize the end of the rock wall. He reported being advised informally that the Corps would not invest in the structure given competing dredging and beach replenishment priorities. He urged the Commission, the Foundation, and all interested stakeholders to begin assembling a working coalition promptly, warning that the lighthouse could be lost before a decision is reached.

Chair Carnahan indicated that the Commission would compile its collective thoughts, questions, and ideas into a report to be presented at the June meeting, to help focus the conversation and assist the Foundation in identifying next steps.

#### **E. PROJECT UPDATES: *Update on monthly activity***

***Johnnie Walker Beach & Savannah Beach*** — Chair Carnahan reported that Johnnie Walker Beach has been prepared for summer since April. Mobi-Mats are in place and well-received. At Savannah Beach, benches have been leveled, parking blocks refreshed, sand swept, and Mobi-Mats deployed. Parking meters are active. She noted that city staff were observed cleaning up a significant amount of glass and bottle debris from the Savannah Beach parking lot on the morning of the meeting.

***Zwaanendael Park*** — Commissioner Ray Fratella reported that summer annuals were partially planted the previous week, with the remainder scheduled for Wednesday. Work is underway to bring the park fountain into service; Ms. Kirsch noted that the fountain is scheduled to be resealed, with an insert to be placed within the coming week or two. Volunteers will manage water maintenance and pH monitoring once it is operational.

***George H.P. Smith Park / Otis Smith Park*** — Commissioner Mark Shue reported meeting with Heidi Lowe of the Public Art Committee regarding placement of rotating summer artwork at George H.P. Smith Park, with a location selected and installation anticipated soon. He also provided an update on Blockhouse Pond, noting that a meeting earlier in the month confirmed plans to construct one prototype fishing platform — approximately 10 by 20 feet — with completion targeted for July, before proceeding with additional platforms. Commissioner Shue indicated he would cover the Otis Smith Park update as well.

***Arbor Day Tree*** — Commissioner Besche reported that a swamp white oak was planted for Arbor Day as part of the semiquincentennial observance, with a good turnout. She thanked Commissioners Robinson and Thompson for traveling to Pennsylvania to select the tree.

***Park Bench Maintenance*** — City Councilmember Ritzert observed that many park benches across city parks are in need of cleaning, citing bird waste, lichens, and general grime that make them unwelcoming to visitors. He suggested that city maintenance staff or volunteers address this, noting that water access at some parks may require the use of water trucks. Chair Carnahan confirmed that maintenance has previously power-washed benches and could do so again. Ms. Kirsch confirmed this has been done at George H.P. Smith Park. City Councilmember Ritzert also raised the issue of the condition of trash receptacles.

***Irrigation & Planters*** — City Councilmember Ritzert asked whether the allée irrigation system would also serve the large planters in that area. Ms. Kirsch indicated she would need to follow up to confirm.

***Trail Clearance (Unspecified Park)*** — Commissioner Dunkin noted that some fallen trees on a wooded trail had been partially cut but not removed following winter storm damage, making

*the path difficult to navigate. He asked Ms. Kirsch to follow up with Bartlett or city maintenance regarding the status. Ms. Kirsch confirmed that maintenance is aware and working through storm debris throughout the city's parks.*

**F. OLD BUSINESS**

**1. Continued discussion and possible action regarding the PRC Strategic Plan for budget review and preparation for FY28**

Chair Carnahan noted that updated versions of the PRC Strategic Plan tables — covering both capital and routine maintenance — had been circulated prior to the meeting, with updates compiled by Ms. Kirsch. Commissioners generally affirmed the content as presented. Commissioner Fratella expressed agreement with the Zwaanendael Park components despite dissatisfaction with the pace of implementation. Commissioner Shue noted that George H.P. Smith Park planning tends toward either large capital items or basic maintenance with little in between. Commissioner Thompson noted that tree program capital projects are limited at this time, with current activity focused on routine pruning, planting, and disease management. Ms. Kirsch indicated that Commissioner Thompson, as the document's primary owner, would be the appropriate person to incorporate any further revisions.

A motion to approve the updated PRC Strategic Plan for budget review and preparation for FY28 was made by Commissioner Fratella and seconded by Commissioner Dunkin. The motion carried unanimously.

**2. Review and possible action on recommended skillset for new Parks and Recreation commissioners.**

Chair Carnahan announced at the outset of the meeting that this item is deferred to the June meeting.

**G. NEW BUSINESS**

**1. Proposal for a large outdoor community chess board to be donated and placed in a park**

Chair Carnahan noted that a proposal had been submitted by a family wishing to donate a large outdoor community chessboard to one of the city's parks, but that no specific location had been proposed and no representative was present to provide further details. The item was deferred to the June meeting pending additional information from the donor.

**H. PUBLIC COMMENT**

*Public comment was received during the lighthouse presentation. No additional public comments were recorded under this agenda item.*

**I. ADJOURNMENT**

*A motion to adjourn was made by Commissioner Shue and seconded by Commissioner Dunkin. The motion carried unanimously. The meeting was adjourned at 6:20 PM.*

Minutes submitted by: Jeffery Coover, Administrative Support Specialist

Minutes generated by HeyGov.ai

Transcripts available upon request

## **Lewes Parks and Recreation Commission Report**

In response to presentation by the  
Delaware River and Bay Lighthouse Foundation on May 18, 2026

Ray Fratella:

1. It is absolutely a great idea to move the lighthouse and preserve history.
2. It could be a tourist attraction providing educational opportunities.
3. Based on the size of the lighthouse, it is doubtful there is an adequate space within the city limits that will provide an area for any relocation.
4. I would vote that the city of Lewes not entertain offering space within the city limits to the Delaware River and Bay Lighthouse Foundation.

Kay Carnahan

- I support this project, which meets two of the City's Core Values.
- This project will need community support – the Foundation will need to reach out to all stakeholders, including residents, boaters, USCG, USACE, the Pilots' Association for the Bay and River Delaware, Delaware River Fishermen's Association, Delaware charter boat captains, Friends of Cape Henlopen State Park, Fort Miles Historical Association, Preserve Our Park Coalition, and more.
- The Foundation should work with the Greater Lewes Foundation because of the scope of funding needed and because of ongoing expenses.
- Could the lighthouse be placed on UD property? Or near the old Greenhill Light?
- Is it possible to move the lighthouse farther back on the breakwater?

Barry Dunkin

I'm in favor of exploring the possibility of saving the lighthouse. Decision should be made based on cost and the most appropriate location in my view. This is our conversation that should take place between the city, the state, and State Park, and Delaware River Bay Authority. And the question we should be asking is is the cost worth the benefit.

Mardi Thompson

I see several levels of issues.

1. I agree that the LH should be saved. A location in or close to Lewes would be great.
2. I have not identified a location within the Lewes park system that would be suitable for the lighthouse, even based on the very limited presentation they gave. I would welcome ideas from others as to where it might work. I think Lewes City Council is the best starting place as to possible locations in Lewes, they have jurisdiction over all Lewes properties and may know of places the PRC does not.
3. I suggest moving forward with exploring putting it in CHSP. There may even be a site in the Ft. Meyers area that already is suitable for a large heavy structure, perhaps even with parking close by.

4. Before they present to any other governing body, I strongly suggest that they have more information on what they will need and may want. The thoughts below are just what I came up with, I am sure a knowledgeable person would come up with more.

The move itself

Footprint needed – footprint plus space around it for maintenance, other items outlined below

Weight

What sort of moving equipment, space for cranes, etc.

Once it is in, maintenance needs

Space for scaffolding around the LH for painting etc

Electricity?

Water?

Storage for equipment? Or can that be stored in the LH?

Parking for volunteers and contractors that will work on the LH.

When it is open for visitors

Parking for visitors – how much?

Structure to sell merch, display items, store equipment?

Electricity for lighting inside? Or can this be done with solar only?

Water?

Sewer? Or will you commit to no bathrooms?

Space for interpretive signs?

Awning or tent for shade when visitors come? (The RR uses one.)

Table for displays? (The RR uses one.)

Note that in Lewes, and perhaps other places, there is concern about filling up our open spaces, and not adding to the "visual clutter". Depending on the location, there may be concerns about adding too much signage and other things, even if there is room for the LH itself.

Christine Besche

- While I support the relocation in principle, I am not able to solve the location question.
- Please consult with Preserve Our Parks Coalition when discussing options at Cape Henlopen State Park.

Mark Shue

Some thoughts regarding the presentation by the Delaware River and Bay Lighthouse Foundation. The presenter said he was just pitching ideas about moving the Lighthouse to Lewes but did not offer specifics about different location options or total funding

costs. My understanding is that if the Lighthouse were to be placed within the city limits then it would be the tallest structure in Lewes which would raise many other questions:

Where would it go?

What would the supporting facility look like regarding parking, support buildings, maintenance, and staffing?

Would the group maintain ownership or would that be transferred to the city?

Aesthetically, is there a location within the city limits where it could be placed and appreciated?

The project sounds great in theory and is well intentioned but perhaps the better match would be to work to relocate the Lighthouse to Cape Henlopen State Park. Perhaps the presenter could contact the many groups and organizations that have partnered with DNREC for insight regarding contacts, protocols, procedures, policies, and a possible path forward.

My recommendation based on the current information would be to advise Mayor and Council to decline this offer.



## City of Lewes Parks and Recreation Commission

### Bylaws

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#### **ARTICLE I - AUTHORIZATION**

- A. The authority of the Parks and Recreation Commission is established by Chapters 40 and 177 of the Code of the City of Lewes.

#### **ARTICLE II - PURPOSE AND FUNCTION**

##### **A. PURPOSE**

1. The Commission will have a general responsibility for parks, playgrounds, beaches, recreational activities, and the urban forest (including trees, shrubs, and plants).
2. Commission will have supervisory authority over the maintenance of all areas that fall under its responsibility.
3. The Commission serves as advisors to the Lewes Mayor and City Council on issues presented to the Commission related to parks and recreational activities.

##### **B. GUIDELINES**

In performing its duties the Commission shall adhere to the following procedures:

1. to encourage citizen participation; and
2. to present or discuss policies and programs affecting parks and recreation; to study issues; and
3. to provide input on the values, goals, and objectives of a program; develop program plans; and
4. to contribute to continuous feedback; and make recommendations to the Lewes Mayor and City Council for overall quality program/service deliveries.

## City of Lewes Parks and Recreation Commission

### Bylaws

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#### **ARTICLE III - MEMBERSHIP**

##### **A. MEMBERS**

The Parks and Recreation Commission shall consist of eleven members appointed by the Mayor and subject to confirmation by City Council. Commission members will be selected based on their qualifications and willingness to serve. The Mayor may appoint a designee of the Friends of Canalfront Park Chairman to serve as an ex-officio member to the Commission, except that person shall have no vote.

##### **B. ELIGIBILITY**

1. Members of the Parks and Recreation Commission shall be City residents, City property owners, or City utility customers. Members who are not City residents shall be appointed to provide appropriate expertise or when deemed in the best interest of the Commission.
2. It is desirable that the members of the Commission shall be selected from the following classifications:
  - a. At least one member of the Commission will be a professional in a field complimentary to the Commission's scope.

##### **C. APPOINTMENTS**

1. Each member shall be appointed for a three-year term.
2. It is the responsibility of the Mayor to ensure an appointment is made within thirty days of notification of a vacancy. If an appointment is not made within thirty days by the Mayor, the Commission shall have the authority to request an appointment be agendaed for the next available Commission meeting.

## City of Lewes Parks and Recreation Commission

### Bylaws

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#### **D. VACANCIES**

1. A member's position shall become vacant when:
  - a. when a member's term expires, or
  - b. when a member resigns, or
  - c. a member's continued absence at regular monthly meetings impedes the function of the Commission.
  - d. when Mayor and City Council vote to remove a member.
2. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Clerk.
3. Should a resignation be submitted to staff, they will immediately notify the Chair and the City Clerk's Office.

#### **ARTICLE IV - OFFICERS AND DUTIES**

##### **A. Chair**

1. The Mayor shall appoint and City Council shall confirm a chairperson for the Commission. The term of office shall be three years.
2. The Chair will appoint the chairs of all subcommittee and workgroups.
3. The Chair will preside over all meetings of the Parks and Recreation Commission.
4. The Chair will call special meetings in accordance with the bylaws.
6. It is the Chair's responsibility to ensure compliance with the Bylaws. The Chair will notify members of removal from the Commission for noncompliance. Specific questions of conflict of interest will be referred to the City Solicitor or designee.
7. The chair will verify that all actions of the Commission are executed.

##### **B. Vice-Chair**

1. The Vice-Chair shall be elected by the Commission for a term of one year at the September meeting and shall assume office beginning immediately following the September meeting
2. The Vice-Chair will act for the Chair in his/her absence.

## City of Lewes Parks and Recreation Commission

### Bylaws

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#### **C. Secretary**

1. The Secretary shall be elected by the Commission for a term of one year at the September meeting and shall assume office immediately following the September meeting.
2. The Secretary will act as chair in the absence of both the Chair and Vice-Chair.
3. The Secretary shall attend all subcommittee and workgroup meetings to ensure that minutes are kept.

#### **ARTICLE VI – ATTENDANCE**

1. Each member of the Parks and Recreation Commission who has knowledge of the fact that they will be unable to attend a meeting will notify the Chair at the earliest opportunity and no later than 4:00 pm on the day of the meeting.

#### **ARTICLE VII – MEETINGS**

##### **A. Procedures**

1. Meetings will be held on the third Monday of the month at 6:30 pm or at a time to be determined. Public notice shall be posted in accordance with the Delaware Freedom of Information Act. In the event of a scheduling conflict due to holidays or other official City business the meeting shall be rescheduled, and appropriate public notice made.
2. All meetings shall be open to the public.
3. The chair may call a special meeting with support of the majority of the Commission. Appropriate public notice shall be provided in accordance with the Freedom of Information Act.
4. The Chair may form subcommittees or workgroups as needed with membership from the Commission and non-commission members as appropriate.
5. Meeting minutes shall be retained at City Hall.

##### **B. Voting Rights**

1. Each member shall be entitled to one vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only recuse from a vote when there is a valid conflict of interest addressed to the Commission.

## City of Lewes Parks and Recreation Commission

### Bylaws

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2. A quorum will be a majority of the voting members currently appointed to the commission.
3. An abstention shall not be counted as a vote to approve or deny a motion.
4. Any member of the Commission who believes they have a conflict of interest regarding any matter which comes before the Commission shall recuse themselves before discussion of the agenda item begins. The recused Commission member shall leave the room during discussion and vote. The Commission member will not be counted for the purpose of establishing a quorum for the agenda item from which the Commission member has recused.

#### **ARTICLE VIII - BYLAWS AND EFFECTIVE DATE**

1. These bylaws may be amended at any regular meeting of the Parks and Recreation Commission by a majority vote of the members of the Commission providing that notice of said proposed changes, amendments or additions is given to each member in writing within ten days prior to meeting and appropriate public notice is made.
2. The bylaws shall be reviewed annually at the September organizational meeting.
3. Any changes, amendments or additions to the by laws shall be submitted to Mayor and City Council for review and approval.
4. These Bylaws shall become effective upon adoption by the Parks and Recreation Commission and the Lewes City Council.

Approved by the Mayor and City Council on November 14 , 2022.