SILVER LAKE COMMISSION
Meeting Notice and Draft Agenda

November 19, 2014
5:30 PM at Dover City Hall
Large Conference Room

DRAFT AGENDA

I. Welcome/Call to order

II. Approval of July 2014 meeting minutes

III. Project Updates
   a. Punch List, Letters to City Manager and City Council
   b. Buffer Herbicide Treatment, Central Middle School & Mirror Lake
   c. Lake draw down procedures

IV. New Business
   a. Spring Clean Up, to include a kayak/canoe event

Silver Lake Commission
July 23, 2014
5:30PM, Conference Room
Dover City Hall

DRAFT

Members Present	Others In Attendance
Jim Burcham	Carolyn Courtney, City Staff
Dave Edgell	Councilman Wallace Dixon
Dean Holden	
Lyle Jones	
Ann Marie Townshend	

WELCOME & CALL TO ORDER: 5:32 PM

APPROVAL OF APRIL & JUNE MEETING MINUTES

Mr. Jones noted the abbreviation of HO***V***Y should reflect HO**B**Y. With no other changes the motion to accept both sets of minutes as presented was presented by Mr. Edgell, seconded by Mr. Burcham and passed without objection.

PROJECT UPDATES

KC MPO Trail Work

Letter attached, that Mr. Edgell sent to the MPO support the inclusion of a looped trail behind the library to tie into the park trail. Mr. Vetter responded that this would be included this portion of trail into the draft comp plan that the city will be completing this year.

Mr. Burcham asked to notified once the next public workshop is scheduled by the MPO for trail work.

Punch List

The list that we shared a few months back has been shared with City Hall, Sharon Duca and Scott Koenig. In discussions, it was noted the city is stressed staff wise and will do the best they can on the items listed.

Mr. Jones noted the sidewalk has been cleaned and swept. The side by the dam was clean and a lot of debris was removed recently. Mr. Edgell noted with city budgets being tight, wondering if the SLC would send a letter to the City Council. Mrs. Townshend noted we may want to start with the City Manager with this letter. However, Mr. Edgell and Mr. Holden feel sending a letter to Council is worth while. We would draft two letters, one for the City Manager and one to the City Council. Noting that we do understand the challenges the city is facing. Mrs. Townshend noted we have fewer staff and more land to maintain, but they could consider more funding for the mowing contract as an example of an option. Discussion took place on how we can get this done given our current restraints.

Mr. Jones noted its not on the agenda, but added that on August 23, Delaware State University (DSU) will be sending 500 students for community service projects. He would be working at the Agriculture Museum with a group and we could employ a group for lake and Dover area projects such as weeding flower beds.

Mr. Edgell noted he would put together a letter to city manager detailing our punch list and a letter to council that is more general of the challenges and the importance of the asset, noting the lack of attention is starting to show. With the notation of the great support we have had from city staff for our commission and clean-up projects.

Discussion of the recent complaint letter was briefly held. The letter mentioned the homeless, poor condition of the park and porta johns. Mr. Burcham noted the gates are no longer locked at night. This does not seem to help the situation.

It was motioned by Mr. Edgell to send two letters. One to the City Manager with a check list and the other to city council support of general park maintenance and the importance of keeping our parks in top condition with a paragraph of thanks for the support for work done so far and that staff has been responsive. Mr. Holden added that we include that we all play a role here. Mr. Jones seconded and the motion passed without objection.

Buffer Herbicide Treatment, Central Middle School & Mirror Lake

Mr. Edgell noted he had reached out to Matt Grabowski, a DNREC employee and local citizen who is licensed/certified in herbicide treatments. He could do the treatments if we could supply the chemicals. Mrs. Townshend noted the public works director has contacted her about this project. She will be meeting with her soon. Mr. Holden says Park Drive buffer, St. Jones buffer and possibly CMS buffer. Mr. Holden will follow up with Mrs. Townshend once she meets with the public works director.

NEW BUSINESS

Development Plans: 970 North State Street

Mrs. Townshend noted due to the location they do have to come before this commission. Mr. Burcham stated the concept does not provide a problem to him. Mr. Jones noted that we should ask them to do something to keep the parking lot from going right into Silver Lake, some type of mitigation. Mr. Edgell wondered if the gravel parking lot count as impervious surface and are they making it more pervious by paving? Mrs. Townshend responded that gravel it is considered impervious. Kent Conservation District sees it the same way. They are not changing the flow or characteristic flow of water. With brief discussion it was agreed to suggest a bio swale or rain garden to prevent a direct discharge. With a consensus of the members present the motion presented by Mr. Jones to have the applicant investigate a rain garden or bio swale to handle storm water from the roof and parking area passed with a second from Mr. Burcham (Mr. Edgell, Mr. Burcham and Mr. Jones voted in favor of). Mr. Holden and Mrs. Townshend abstained from the vote. Drawings attached.

Fall Volunteer Clean Up

Mr. Holden noted we did not have a date scheduled just yet. Mr. Jones noted we do have the DSU students for August 23. Mrs. Townshend was asked to check the availability of city staff to assist and also Mr. Jones would check with DNREC Staff Lara Allison and Brittany Sturgis for their assistance on Aug. 23.

Discussion took place about a lake draw down for a fall cleaning. Mrs. Townshend will address with the city manager and public works director for the proper protocol and procedure for performing a lake draw down. It would be best to schedule the fall clean up with a draw down date. Mr. Edgell noted a tree that was down near the dam, most likely from one of the recent storms. Mrs. Townshend noted she would address this with the appropriate staff. Mrs. Townshend noted that all issues related to the dam were moved to Public Works following the issues faced with the unplanned draw down. Our target date for a clean-up event would be November 8 or 15. We will email members once we determine if this is a go or not.

Appointments

Mr. Holden noted that each of us were reappointed to the commission. All should have received their letters by now.

Next Meeting
The next meeting is scheduled for November 19th at 5:30 PM.

ADJOURNMENT
With no further business, the meeting adjourned at 6:15 PM.

Dean Holden
Chairman

Members

James Burcham
Zachery C. Carter
David Edgell
Ann Marie Townshend
Melanie Tymes

Silver Lake Commission

June 13, 2014

Mr. Rich Vetter, P.E.
Executive Director
Dover/Kent County Metropolitan Planning Organization
P.O. Box 383
Dover, Delaware 19903

RE: **Trail Extension - Request for Concept Plan & Comp Plan Inclusion**
Dover, Delaware

Dear Mr. Vetter:

Our behalf of our the City of Dover, Silver Lake Commission, I am writing to you to request the inclusion, into the City of Dover Pedestrian and Bicycle Comp Plan, an extension of existing pedestrian & bicycle pathways along the St. Jones River. Further, we seek your guidance on determining a pathway to complete the preliminary engineering work necessary to support full construction design. Exhibit 1, attached, depicts the general alignment supported by the Commission, described in more detail below.

Currently Downtown Dover is provided access to the St. Jones greenway via sidewalks along Loockerman Street, Park Drive and bike/ped pathways through Silver Lake Park. We seek to 'loop' this system, as depicted on the attached exhibit, from within Silver Lake Park, along the western bank of the St. Jones, tying back into existing sidewalks in the area behind the Post Office/Dover Library/DNREC buildings.

This path would impact seven individual parcels and five property owners. Starting from the North, these are:

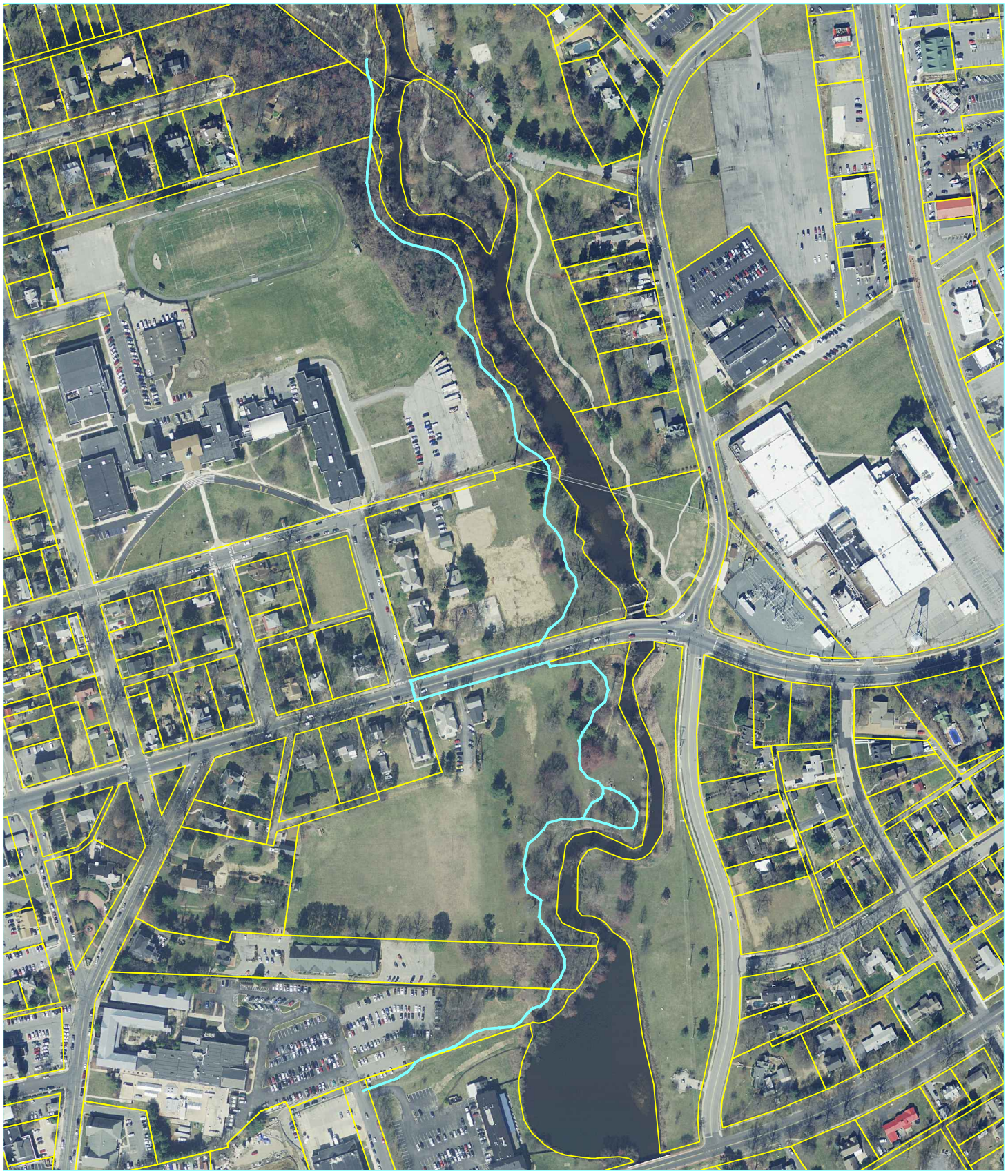
Tax Parcel I.D.	Owner
2-05-06817-03-2700-00001	Private Owner (name omitted)
2-05-06817-03-6600-00001	Capital School District
2-05-07705-02-4900-00001	Elizabeth Murphy School
2-05-07705-04-4700-00001	Elizabeth Murphy School
2-05-07705-04-5000-00001	Colonial Investment
2-05-07705-04-5100-00001	State of Delaware
2-05-07705-04-5200-00001	Colonial Investment

We seek these trail improvements, predominantly from the standpoint of improving outdoor amenities within Silver Lake Park and along the St. Jones though we are quite cognizant of the economic benefits it would provide Downtown Dover and the health and quality of life benefits it would provide our residents and visitors.

We seek your audience and guidance on how we can move this concept forward. We will attend the upcoming Comp Plan workshop. If we can provide any additional information prior, please contact me.

Sincerely,

Dean Holden
City of Dover, Silver Lake Commission, Chairman
deanevansholden@gmail.com
302.359.1837



LAYER STATE : Layout2

Downtown Dover - St. Jones River Walk

City of Dover, Kent County, Delaware

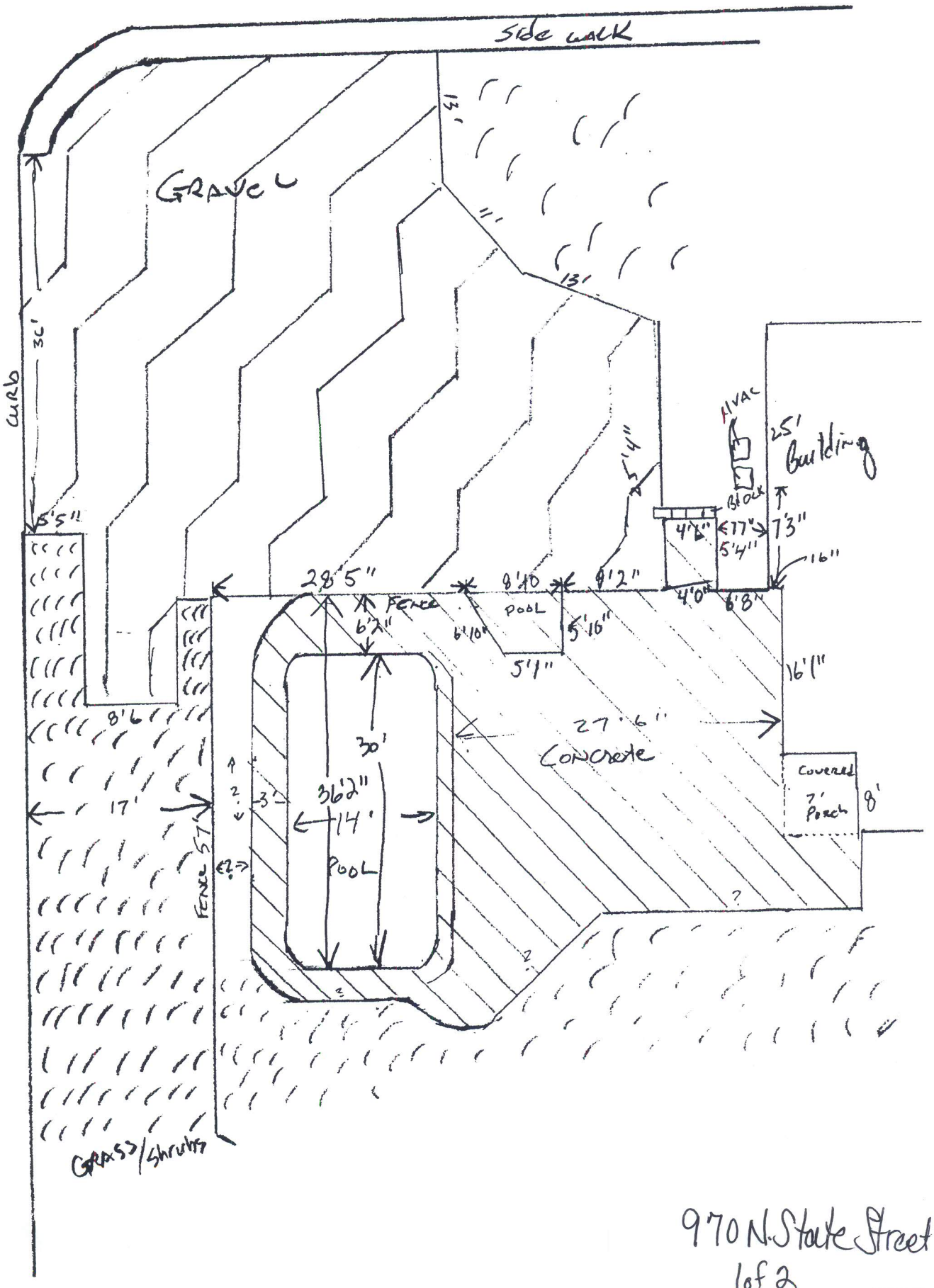
SCALE : 1" = 20'

DATE : 06/12/2014

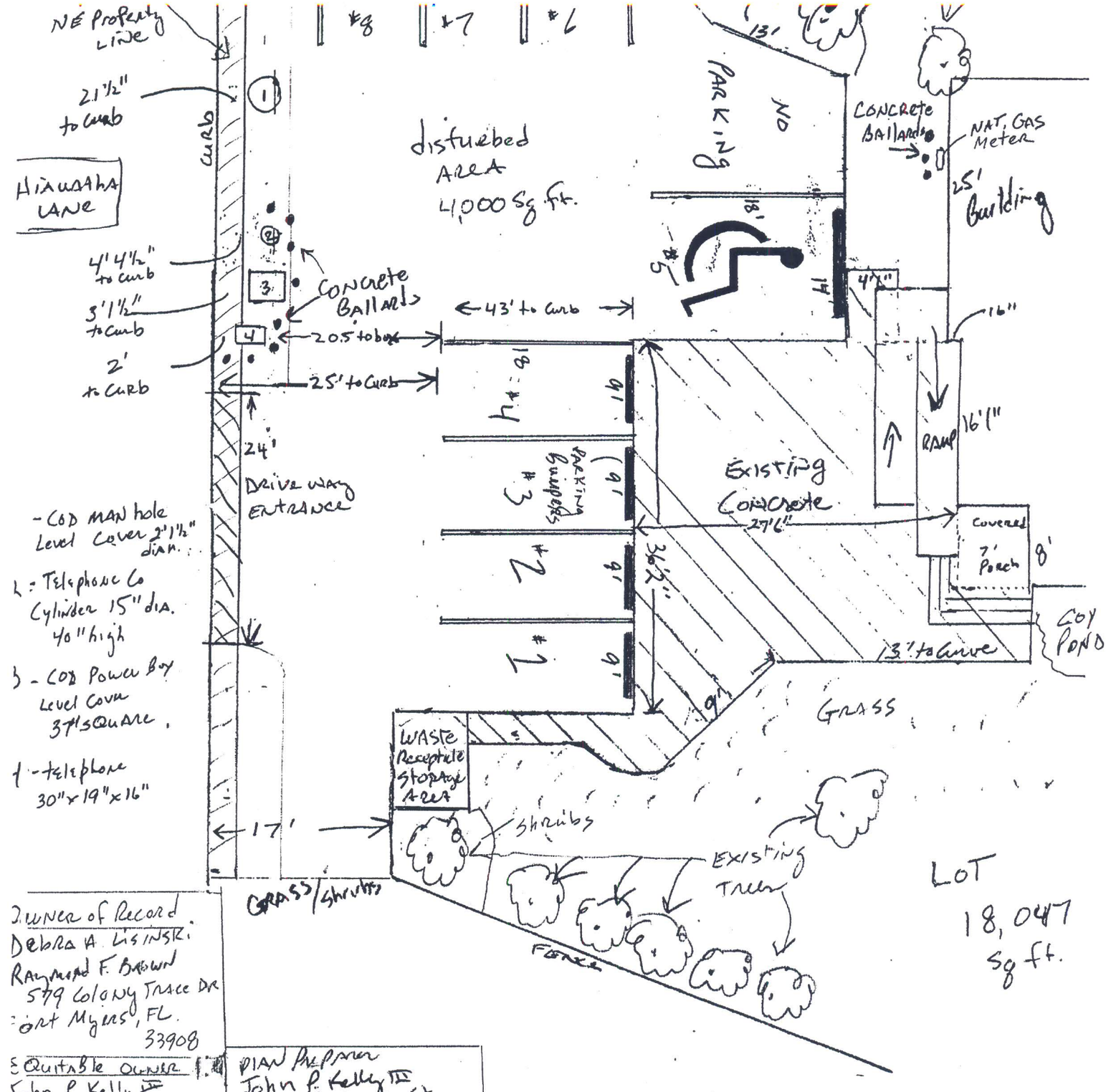
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Existing Layout



970 N. State Street



Owner of Record
Debra A. Lisinski
Raymond F. Brown
579 Colony Trace Dr
Fort Myers, FL
33908

Equitable Owner
John P. Kelly III
22 N. Pastwick Ct
Dover DE 19904

PLAN Preparer
John P. Kelly III
22 N. Pastwick Ct
Dover DE 19904

970 N. State St. Site Plan Review
July 3, 2014

ZONED C1A

TAX PARCEL NUMBER
ED-05-06712-01-050

I, _____ hereby certify that I am the owner of the property described and shown on this plan, that the plan was made at my direction, and I that I acknowledge the same to me by act and desire the plan to be developed as shown in accordance with all Applicable Laws and Regulations

970 N State Street
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