

1 **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LEWES ESTABLISHING**  
2 **A POLICY FOR THE GRANT OF A RIGHT-OF-WAY ENCROACHMENT LICENSE**  
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5 **WHEREAS**, in October 2022, Mayor and Council approved an ordinance that addresses  
6 licenses for encroachments in road rights-of-way; and

7 **WHEREAS**, such ordinance is codified as Chapter 167, Article VII of the Municipal  
8 Code of the City of Lewes; and

9 **WHEREAS**, a clear process is necessary for requesting and considering such licenses;

10 **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council, in session  
11 met, a quorum pertaining at all times thereto, that the procedure for requesting licenses for  
12 encroachments and other uses within the right-of-way be as follows:

- 13 1) that written requests to the City Manager from a property owner must include a  
14 survey or scaled drawing that indicates the location of the requested encroachment;  
15 and
- 16 2) requests will be placed on a Mayor and City Council workshop agenda for discussion,  
17 allowing Council members to ask questions and get clarification; and
- 18 3) workshop packet item will include the written request, survey drawing, and photos of  
19 the property; and
- 20 4) Mayor and City Council will discuss at the workshop; and
- 21 5) if Mayor and City Council are favorable to the license agreement, the City Clerk will  
22 collect the fee of \$350 to cover the legal expenses for development of the license; and
- 23 6) the Solicitor's Office will prepare the license agreement, and it will be placed on the  
24 next City Council regular meeting agenda for final action; and
- 25 7) once approved and executed, the Solicitor's Office will record the license agreement.  
26 The City will provide a copy of the recorded license to the Tax Office, the license  
27 holder, and the Board of Public Works.

28 I, Timothy Ritzert, Secretary of the City Council of the City of Lewes, do hereby certify that  
29 the foregoing is a true and correct copy of the resolution passed by the Mayor and City Council  
30 at its regular meeting on July 10, 2023, at which a quorum was present and  
31 voting throughout and the same is still in full force and effect.

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34 Secretary