

1 **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LEWES CREATING A**  
2 **POLICY FOR COLLECTING ESCROW AND PAYMENT OF ENGINEERING**  
3 **EXPENSES FOR DEVELOPMENT REVIEW**

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6 **WHEREAS**, when an application for development is submitted for review by the  
7 Planning Commission, GMB reviews the plans submitted for compliance with various  
8 engineering standards on behalf of the City and the Lewes Board of Public Works; and

9 **WHEREAS**, in the past, GMB has billed Lewes BPW, and BPW has in turn billed the  
10 applicant; and

11 **WHEREAS**, the review at design stage is generally related to the approval process for  
12 Planning Commission and Mayor and City Council, BPW has requested that the City take on the  
13 role of this billing; and

14 **WHEREAS**, the City will need to establish an escrow account for each application; and

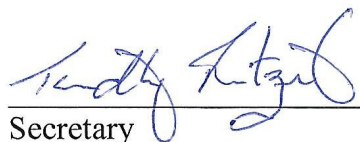
15 **WHEREAS**, a consistent policy for such an escrow is important;

16 **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council, in session  
17 met, a quorum pertaining at all times thereto, that:

- 18 1) When an application is submitted, the City will obtain a cost proposal from GMB  
19 for the plan review for all City and BPW infrastructure;
- 20 2) Upon receiving the proposal, staff will collect an escrow in the amount of 150% of  
21 this proposal or \$5,000.00, whichever is greater;
- 22 3) Costs associated with the engineering review will be billed against the escrow, with  
23 a statement of charges provided to the applicant;
- 24 4) If the escrow balance falls below \$5,000.00, staff will collect additional funds for  
25 the escrow account to keep a balance of at least \$5,000.00;
- 26 5) Once plans are finalized, all consultant invoices are paid, and the Development  
27 Agreement is executed, staff will return any funds remaining in the escrow account  
28 to the applicant.

29 I, Timothy Ritzert, Secretary of the City Council of the City of Lewes, do hereby certify that  
30 the foregoing is a true and correct copy of the resolution passed by the Mayor and City Council  
31 at its regular meeting on August 14, 2023 at which a quorum was present and voting  
32 throughout and the same is still in full force and effect.

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Secretary