

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Thursday, November 27th, in observation of Thanksgiving Day
- ✓ **Town Offices Closed:** Friday, November 28th, in observation of Day after Thanksgiving
- ✓ **Sussex County Association of Towns:** Wednesday, December 4th, at 6:00 PM, hosted by Rehoboth Beach at Victoria's
- ✓ **Georgetown Christmas Parade:** Thursday, December 5th, at 7:00 PM
- ✓ **Height Restriction Workshop:** Friday, December 6th, 2:00 PM, Police Department Conference Room
- ✓ **Caroling on The Circle:** Monday, December 9th, at 6:30 PM

UPDATES FROM DEPARTMENTS ...

Finance

- October Utility Billing has \$78,527 (9.6%) still outstanding – 2nd reminder notices being sent on November 25th, Cut-off scheduled for December 11th
- Urban Forestry Grant Reimbursement for East Market Street trees received

Planning

- Public Hearing
 - Transitional Housing Modification – ***Recommended Approval***
- Regular Meeting
 - Historic Review – 5 West Market Street (Signage) – ***Approved***
 - Final Site Plan Extension – Everton Apartments – ***Approved One Year***
 - Preliminary Site Plan Review – Primeros Pasos – ***Approved***
- Renewal Applications for 2014 Business Licenses mailed
- Comments from Office of State Planning Coordination regarding Level Of Service Amendment received – recommended approval
- Site work for the Georgetown Medical Center (Old Laurel Road) has begun (see photo 1)

Public Works

- Picked up leaves from all Wards (see photo 2)
- Moved Santa House to The Circle (see photo 3)
- Margaret Street Project continues – gutter, curb and sidewalks (see photos 4 & 5)

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Police

- Significant Incident Reports distributed as received
- Secured a Caterpillar Bulldozer through LESO Program

Wastewater

- Large Lagoon depth is 11 ¼ feet and small Lagoon depth is 5 feet
- Farmer is taking significant water; however, required minimum may not be reached
- Responded to DNREC, Water Resources request for spray information during October 2013
- Assisted DNREC Enforcement by pumping out a private pump station (helped remove an environmental concern)

TOWN MANAGER'S UPDATE ...

- Met with engineer to discuss 202 North Bedford Street project (parking, tree preservation, process)
- Participated in Water Infrastructure Advisory Council Ad Hoc Subcommittee to review and discuss potential permanent funding sources (fees, tax, other) for water, wastewater and storm water projects
- Presented Transitional Housing Task Force Recommendations at the Planning Commission Public Hearing
- Attended Delaware League of Local Governments. Presentation by the Delaware Department of Transportation on Transportation Improvement Districts (TIDs) and the affect them may have on towns and municipalities (FAQ sheet attached)

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Photo 1 - Site Work (Georgetown Medical Center)



Photo 2 - Leaves Collected

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Photo 3 - Santa House (New Location)

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Photo 4 - Margaret Street Sidewalks
(West side - Looking South)



Photo 5 - Margaret Street Sidewalks
(West Side - Looking North)

PLEASE NOTE THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT ELECTRONICALLY UNLESS OTHERWISE REQUESTED

Transportation Improvement Districts (TIDs) Affect on Towns and Municipalities Frequently Asked Questions (FAQs)

- What is the purpose of a Transportation Improvement District (TID)?
 - The purpose of a TID is to comprehensively coordinate land use and transportation within a specific geographical area and to secure required improvements to transportation facilities within that area.

- How are TIDs created?
 - TIDs are created by agreement between DelDOT and the relevant local government or governments. Where a Metropolitan Planning Organization (MPO) exists, they would also be a party to the agreement.

- Is it mandatory for the towns and municipalities to have TIDs?
 - No. In fact, DelDOT will not create a TID without the town or municipality including in their Comprehensive Plan a statement that the Town wants to create it.

- What is the benefit to the town or municipality to establish a TID?
 - Establishing a TID provides for comprehensive land use and transportation planning in the District. For development consistent with the planning done for the TID, it eliminates the need for Traffic Impact Studies (TIS) and thus accelerates the plan approval process.

- If a town or municipality wants to create a TID, what is the process?
 - Creating a TID begins with the parties entering a TID agreement, which establishes the District boundaries, the horizon year for which they will plan, standards for adequate transportation facilities in the District, and the roles of the parties. The parties then work as agreed to develop a land use and transportation plan for the TID, a set of buildable projects to implement the transportation improvements identified in the plan, a fee formula to fund or subsidize those improvements, and a monitoring program to track the need for the projects. These items are incorporated into the TID agreement as they are completed.

- What would be the impact to the staff?
 - Creating the TID requires the Town to develop a detailed land use plan for the area in the District and working with DelDOT to establish criteria for what adequate transportation means in the District and what is an acceptable program of transportation improvements to achieve adequacy. It may be more appropriate for the Town's Planning Commission to do this work than to delegate it to staff, but Town involvement is essential. DelDOT and the MPO can help in these regards.
 - Administration of the TID involves collecting fees from developers to pay for needed transportation facilities. How this collection is done is something on which DelDOT and the Town have to agree. For Towns with adequate staff, DelDOT would prefer that the Town collect the fees as part of its building permit process, hold the money and reimburse DelDOT for expenses as necessary.

- If a town or municipality wants to create a TID, what will their responsibility be?
 - Specific responsibilities will need to be established in the TID agreement but broadly they would have responsibility in three areas: developing the land use plan and identifying what adequate transportation means within the TID; collecting and administering fees; and, as necessary, advocating the inclusion of projects in DelDOT's six-year Capital Transportation Program
 - See also "What would be the impact to staff?"

- Is there a cost to a town or municipality to participate in TIDs? Will they be responsible for paying for the traffic study?
 - The costs to the town or municipality would be in staff time, and possibly in consultant fees if they use a consultant to assist them with land use planning. DelDOT plans to propose legislation whereby they would charge developers within the TID a fee to subsidize the traffic study; the town or municipality would not be responsible for paying for the traffic study.

- What are the implications if a TID crosses jurisdictional boundaries?
 - If the TID crosses jurisdictional boundaries, more than one local government will need to be a party to the TID agreement and participate in the planning aspects of the TID. It may or may not be appropriate for one of the local governments to handle the administrative aspects. That would have to be agreed on.

- Will the counties be a part of this process?
 - Yes, if they want to be. DeIDOT has met with New Castle County and will be meeting with Kent and Sussex Counties to determine their interest in creating TIDs. Kent County has already identified areas where they want to create TIDs.

- Do TIDs currently exist in Delaware?
 - We have one TID operating, Westown in Middletown. Two others, Eastown in Middletown and an unnamed TID in Southern New Castle County, are in development.

- Does the TID replace the need for the developer to obtain a TIS?
 - Yes, if their development is consistent with the agreed upon land use plan for the TID.

- Are the fees associated with TIDs a duplicate cost?
 - No. The infrastructure fee associated with developing in the TID takes the place of off-site improvements developers would otherwise be required to make. If they are required to make off-site improvements, their fee will be reduced accordingly. DeIDOT may seek legislative authorization for a fee that would subsidize its costs in preparing the traffic study for the TID. Developers paying this fee would not have to do their own TIS.

- What is the life of a TID and how often does it have to be amended?
 - The planning effort for the TID will be done with a target horizon year, typically 20 years after the last Census. It will need to be updated as the town or municipality's Comprehensive Plan is updated. Once the area within the TID is more or less fully developed, it should probably be dissolved.

- If a Town that does not own any roads chooses not to establish a TID, and a large box store comes in to build, will DeIDOT charge Town for the traffic study?
 - No. Under no circumstance would DeIDOT charge a Town for a traffic study associated with a commercial development. Developers presently pay for their own TIS. If a TID is created, DeIDOT will fund the traffic study from State funds. The legislation we have proposed would allow us to recoup some of that cost from the developers.

- What will be done to address jurisdictional issues? In some locations, development in one town can have implications on traffic in another town.
 - TIDs will likely need to have inner and outer boundaries, the inner boundary defining the area for land planning and the outer boundary defining the area for transportation planning.