

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission:** Wednesday, December 17th, 6:00 PM, Town Hall
 1. Public Hearing
 - Revision to §170 – Flood Damage Prevention
 2. Regular Meeting
 - Revision to §170 – Flood Damage Prevention
 - 126 West Market Street, seeking reductions in Parking requirements, Drive width, and Side yard setback
- ✓ **Town Offices Closed:** Wednesday, December 24th, ½ day Christmas Eve
- ✓ **Town Offices Closed:** Thursday, December 25th, Christmas Day
- ✓ **Town Offices Closed:** Friday, December 26th, the Day after Christmas

UPDATES FROM DEPARTMENTS ...

Finance

- As of December 12th, the Town has collected \$867,111 (95%) of the October Utility Billing (\$913,166)
- Water shut-off for non-payment of the October Utility Billing is scheduled for Tuesday, December 17th
- Facilitated Annual Employee Benefits Meeting on Thursday, December 11th

Wastewater

- Large Lagoon depth is 5 ¾ feet and Small Lagoon depth is 1 ¾ feet
- Installation of new flow meter at Stevenson Lane scheduled for Thursday night, December 18th
- Boom lift used to clean out effluent tubes at end of Bio-Lac

Public Works

- Maintenance of snow removal equipment completed
- Planning & preparation for New Year's Eve event on going

Police

- Significant Incident Reports and Press Releases distributed as prepared

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Planning

- Primeros Pasos foundation permit issued on December 11th
- Preliminary Plan for St. Michael's Catholic Church submitted on December 9th
- Temporary Certificate of Occupancy issued for DCHS on December 9th

TOWN MANAGER'S UPDATE ...

- Met with Wayne Morris (Urban Grid) to discuss solar power possibilities for Town facilities (Wastewater Treatment Facility, Public Works Building, and Police Station) (Gene Dvornick, Bill Bradley)
- Discussion with DNREC regarding Stevenson Lane Site (DE-0224) and recent study completed by Tetra Tech (Gene Dvornick, Bill Bradley)
- Discussed with Sussex County Memorandum of Understanding regarding assistance with administration of our Flood Damage Prevention Ordinance (Gene Dvornick, Jeff Ward)
- Attended Water Infrastructure Advisory Council Meeting
- Represented the Town at the Delaware Police Chief's Council Annual Christmas Legislative Luncheon
- Attended quarterly De Lea Founders Insurance Trust (DFIT) Trustee meeting
- Completed "Opening a Business in Georgetown" flow chart – posted on Town website under Business, Starting a Business (Gene Dvornick, Jocelyn Godwin)

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

Opening a Business in Georgetown

The first, **and most critical**, step is to call the Georgetown Planning Department at (302) 856-7391 to schedule a predevelopment meeting, an application can be found on the Town's website. By providing the address and/or tax parcel number of the proposed location the Planning Staff can determine current zoning, permitted uses for the property, and calculate parking requirements.

If Proposed business:

1. Is permitted in zoning district,
AND
2. The parking requirements can be met,
AND
3. The entrance is on a Town maintained street,
AND
4. Does not require physical changes to building,
AND
5. Does not change the Occupancy Classification (as defined by the Office

Complete Business License Application, Provide building floor plan, and Submit Sign Request

Town Review of Applications

Sign Permit Issued

Final Inspection &
Certificate of Occupancy Issued

OPEN FOR BUSINESS

If Proposed business:

1. Is permitted in zoning district,
AND
2. The entrance is on a State maintained Street
AND/OR
3. Requires physical changes to building,
AND/OR
4. Requires a change of Occupancy Classification (as defined by the Office of the State Fire Marshal)

Planning Department will assist in determining what applications/permits must be obtained prior to occupying your location.

Other State/County Agency approval may be required:

- ✓ DeIDOT
- ✓ State Fire Marshal
- ✓ Sussex County Building Code
- ✓ Sussex Conservation District
- ✓ Division of Public Health

Building Permit Issued &
Construction Started

Final Inspection(s) &
Certificate of Occupancy Issued

Business License Issued

OPEN FOR BUSINESS

If Proposed business:

1. Is NOT permitted in zoning district,
2. **STOP** and contact the Planning Department for assistance.