

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, February 25th, 6:45 PM, Public Hearing; 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, February 26th, 6:00 PM, Duncan Center (Dover)
- ✓ **Board of Adjustment:** Wednesday, March 4th, 5:00 PM, Town Hall
 1. 2 Goff Drive, seeking reductions in front yard setback
- ✓ **Town Council Meeting:** Wednesday, March 11th, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of February 20th, the Town has collected \$723,249 (89%) of the January Utility Billing (\$814,807)
- Received CY 2014 Franchise Fee of \$12,432.30 from Chesapeake Utilities
- Work of FY 2016 Budget Presentation continues

Wastewater

- Large Lagoon depth is 14 $\frac{3}{4}$ feet and Small Lagoon depth is 9 feet
- New gear box on main station rotating screen installed
- Repair of piping pin holes, using an aluminum brazing is underway

Police

- Significant Incident Reports and Press Releases distributed as prepared
- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Handled property owner contact when Snow Emergency Route restrictions were activated

Public Works

- Handled snow removal during storm event, February 16th and 17th – took 5 employees and 13 hours to clear the Town
- Handled frozen water line issues – 6 were the result of water meter freeze up (fixed and added insulation) – all others were on individual property owners
- Prepared for Layton Johnson Funeral Services

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Planning

- Georgetown Elementary/Middle School received preliminary site plan approval on February 18th, 2015
- FlexWorld CO inspection was on February 19th
- 2014 Development Trends information provided to Office of State Planning Coordination
- 2015 Business License renewal update. As of February 19th, the following has been renewed:
 - In-Town Business: 92% (\$29,772)
 - Out of Town Business: 63% (\$48,960)
 - Rentals: 92% (\$73,300)
- Planning Commission
 - Public Hearing
 1. Addition to §230-5 Definitions – ***Recommended Approval***
 2. Addition of §230 Article XXX Supportive Housing – ***Recommended Approval***
 3. Revision to §230-167 Signs permitted in UB1 Districts – ***Recommended Approval***
 4. Revision to §230-168 Signs permitted in UB2 Districts – ***Recommended Approval***
 - Regular Meeting
 1. Historic Review – 136 East Market Street (Sign) – ***Tabled***
 2. Site Plan Review – 301 West Market Street (Georgetown Elementary/Middle School) – ***Recommended Approval***

TOWN MANAGER'S UPDATE ...

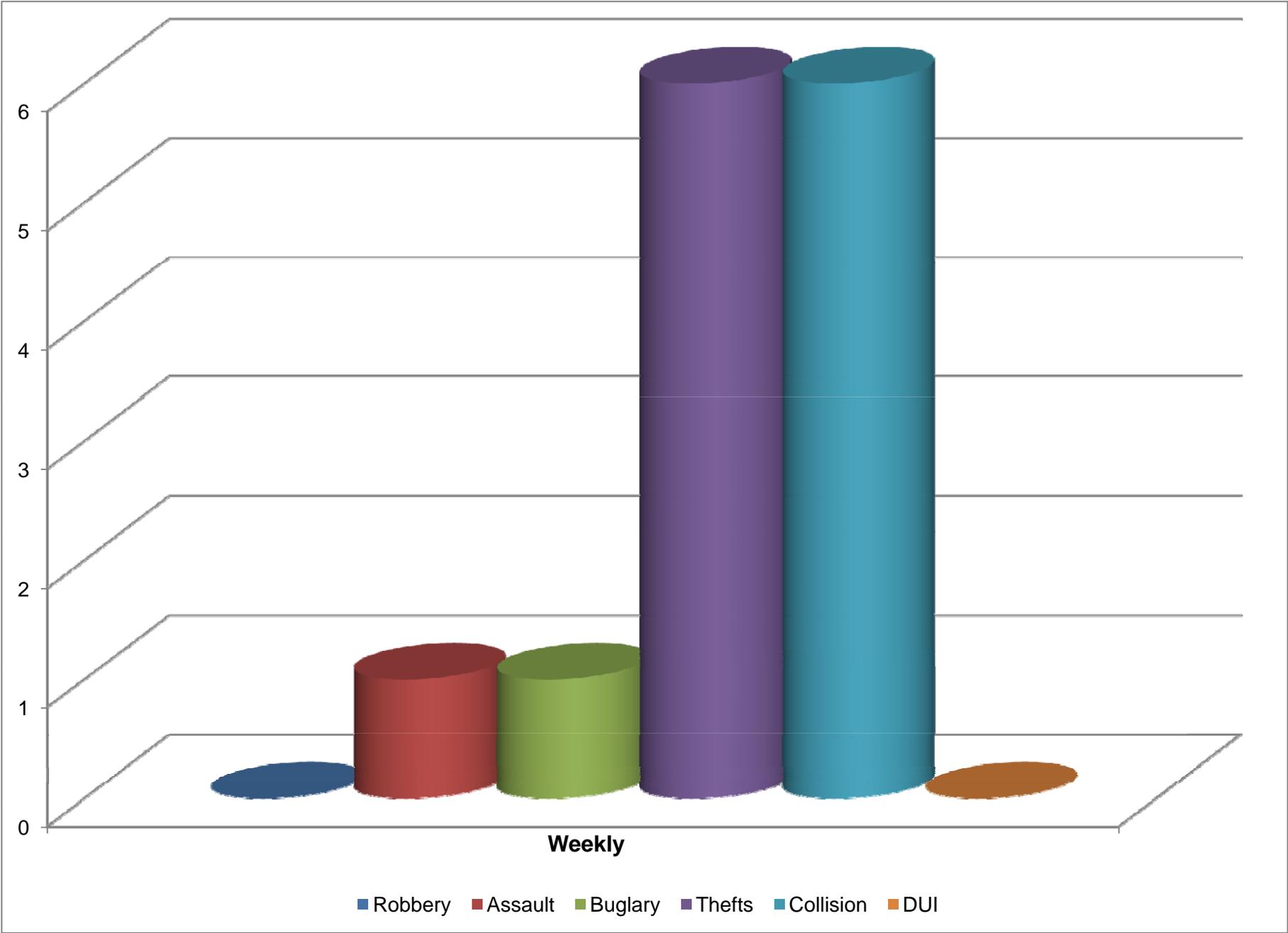
- Completed posting of vacancy announcement for Chief of Police – local and national advertisement
- Participated in weather briefing for storm event February 16th and 17th (Bill Bradley, Gene Dvornick, Chief Holm)
- Attended Water Infrastructure Advisory Council Meeting – review of new requirements associated with borrowing from CWSRF
- Presented proposed revisions to the Zoning Code for Supportive Housing and the Sign Ordinance at the Planning Commission Public Hearing
- Met with Mayor West and Councilwoman Lecates to discuss revision to site plan submission requirements (Gene Dvornick, Jocelyn Godwin).
- Began initial discussions and planning for a Town-wide Spring Clean Up (Gene Dvornick, Chris Lecates, Bill West)

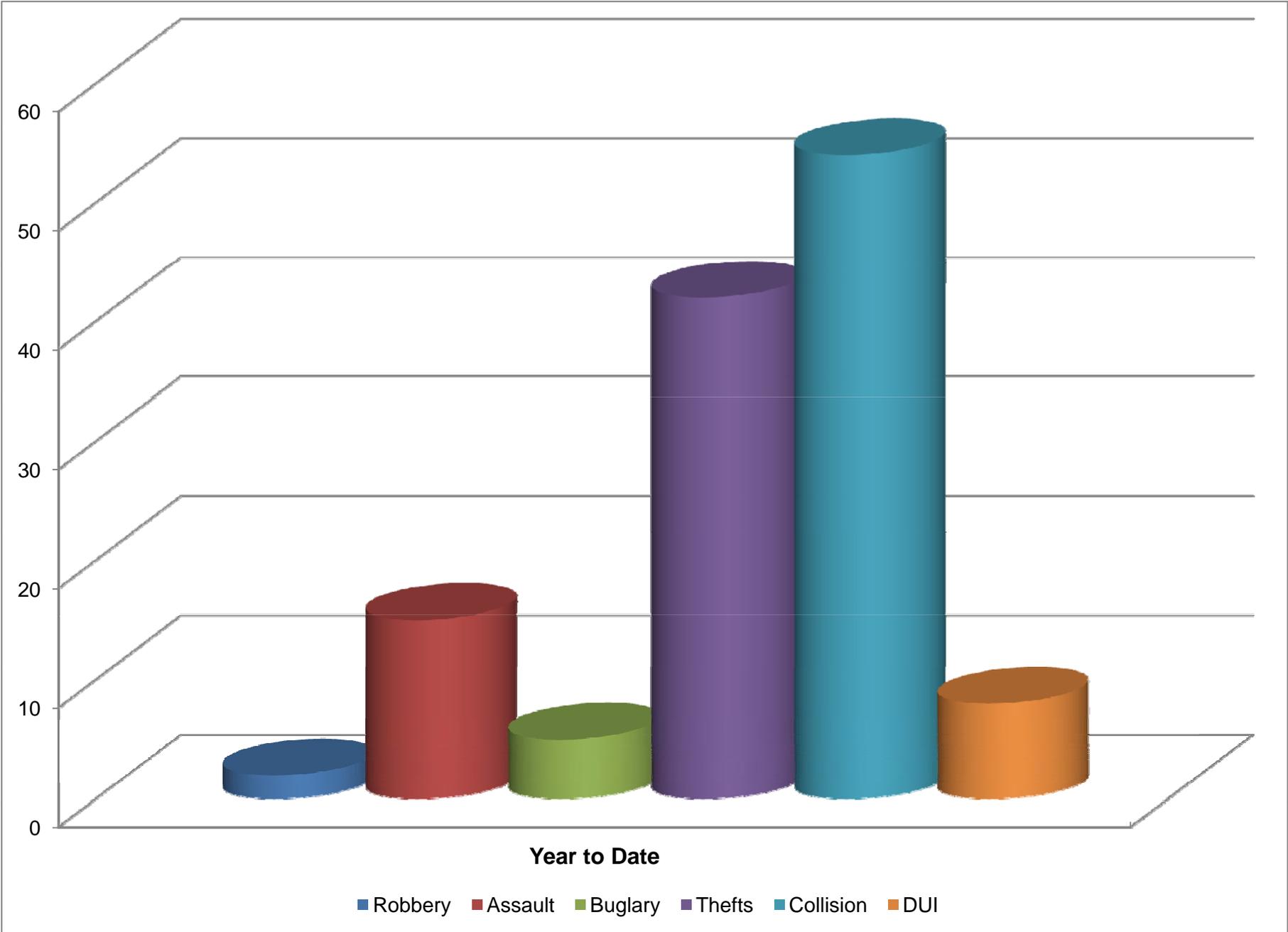
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- Answered property owner questions regarding private sewer (septic system) and requirements to change property zoning
- Attended Institute for Public Administration (IPA) “Understanding and Marketing Your Local Economy” (Jamie Craddock, Gene Dvornick, Jocelyn Godwin). Topics covered:
 - ✓ How do local economies grow?
 - ✓ What is your economy?
 - ✓ Crafting strategy and delivering a message
- Met with representatives from HUD to discuss the possibility of joining the “Mayors Challenge to End Veteran Homelessness” (Stephani Ballard, Gene Dvornick, Bill West)

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







Background

- **Ordinance 2012-4 (March 28, 2012)**
 - Establishment of a Task Force to study Transitional Housing
- **Task Force Report (June 26, 2013)**
 - Report on findings and recommendations
- **Ordinance 2014-02 (May 14, 2014)**
 - Definition clarification, Overcrowding, Family
- **Today's Discussion (Ordinance 2015-2)**
 - Final Step

Ordinance Overview

- Additional Definition (§230-5)
 - Supportive Housing
- New Zoning Article (XXX)
 - Declaration of Policy
 - Registration
 - Separation
 - Compliance
 - Reasonable Accommodation
 - Zoning Matrix

Separation...

- ✓ Provide suitable sites for Supportive Housing Facilities in residential areas and in various zoning classifications
- ✓ Supports goals of de-institutionalization, dispersal, and full integration into the community
- ✓ No Supportive Housing Facility may be located less than five hundred (500) feet from any other Supportive Housing Facility, measured from property line to property line
 - ✓ Does not apply to any Facilities considered “single family residences”

Reasonable Accommodation...

- **Town Policy**
 - “to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures to ensure equal access to housing....[and] in land use, zoning, policies, practices and procedures...to comply fully with the intent and purpose of fair housing laws.”
- **Available to any individual, group or entity**
 - Aggrieved by any action or regulation regarding a Supportive Housing Facility may make a request for reasonable accommodation from any provision of the Code by which they are aggrieved
- **Process Outlines**
 - Application
 - Proceedings
 - Findings
 - Appeals

Zoning Matrix...

| Zoning | Supportive Housing Facility, <u>servicing 10 or fewer residents</u> | Supportive Housing Facility, <u>servicing between 11 and 19 residents</u> | Supportive Housing Facility, <u>servicing 20 or more residents</u> |
|--------|---|---|--|
| UR1 | Permitted | Not Permitted | Not Permitted |
| UR2 | Permitted | Not Permitted | Not Permitted |
| UR3 | Permitted | Not Permitted | Not Permitted |
| MR1 | Permitted | Permitted | Conditional Use |
| MR2 | Permitted | Permitted | Conditional Use |
| UB1 | Permitted | Not Permitted | Not Permitted |
| UB2 | Permitted | Not Permitted | Not Permitted |
| UB3 | Permitted | Not Permitted | Not Permitted |
| HC | Permitted | Permitted | Permitted |
| LI1 | Permitted | Permitted | Permitted |
| LI2 | Permitted | Permitted | Permitted |
| HD | Permitted | Not Permitted | Not Permitted |
| ED | Not Permitted | Not Permitted | Not Permitted |
| AR1 | Permitted | Not Permitted | Not Permitted |



Transitional Housing

Planning Commission – February 18, 2015

Proposed Sign Ordinance Revision

Planning Commission
February 18, 2015

Purpose: Address Signage on Corner Lots

- Allows additional site appropriate signage
- In keeping with spirit of existing requirements
- Specifies limits on size and placement
- Business Friendly

Revision to Chapter 230. ZONING, Article XXII. Signs

§ 230-167. Signs permitted in UB1 Districts

The following signs may be erected and maintained in a UB1 Urban Business District:

- No more than two signs are permitted per permitted use, only one of which may be a ground sign. **A corner lot may have one (1) additional detached, on-premise sign adjacent to a second entrance or one (1) wall sign. Wall sign shall not exceed a maximum of 20 square feet or 10 percent of the wall area.**

Revision to Chapter 230. ZONING, Article XXII. Signs

§ 230-168. Signs permitted in UB2 Districts

The following signs may be erected and maintained in a UB2 Neighborhood Business District:

- One detached, on-premises sign or combination of signs, with total signage not to exceed 12 square feet of area, nor eight feet in height, identifying the permitted business uses on the premises. Said sign may be externally illuminated, but the source of illumination must be arranged so that no direct rays of light are projected into any single-family residential district or any public street. **A corner lot may have one (1) additional detached, on-premise sign adjacent to a second entrance or one (1) wall sign. Wall sign shall not exceed a maximum of 20 square feet or 10 percent of the wall area.**

Sample Properties

Auto & Collision Service
413 North Bedford Street (UB1)



Forever Blooming Florist
608 East Market Street (UB2)



Sample Properties

Mundo Latino Mini-Store
101 Cedar Street (UB2)



Service General
15 East Laurel Street (UB1)



Opportunities Exist...



Proposed Sign Ordinance Revision

Planning Commission

February 18, 2015