

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, June 24<sup>th</sup>, 6:45 PM, Public Hearing; 7:00 PM, Regular Meeting, Town Hall
- ✓ **Board of Adjustment:** Wednesday, July 1<sup>st</sup>, at 5:00 PM, Town Hall
  1. Georgetown Elementary & Middle School – Relief from 10' x 20' to 9' x 18' parking spaces
- ✓ **Town Offices Closed:** Friday, July 3<sup>rd</sup>, in observation of Independence Day
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, July 10<sup>th</sup>, 9:00 AM, Arena's at the Airport

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of June 18<sup>th</sup>, the Town has collected \$863,935 (98%) of the April 2015 Utility Billing (\$877,309)
- As of June 18<sup>th</sup>, the Town has collected \$1,385,043 (92%) of the FY 2016 Tax Billing (\$1,511,679)
- Water disconnects were scheduled for Tuesday, June 16<sup>th</sup> – ten (10) properties were disconnected. As of June 18<sup>th</sup>, five (5) remain without water service
- On June 15<sup>th</sup>, Kristen Dabrowski started with the Town as Cashier/Receptionist

### **Wastewater**

- Lagoon depths: Large Lagoon is 11.50 feet and Small Lagoon is 6.50 feet
- First sections of hay field have been cut by the farmer – riser areas have been mowed
- Twelve sludge airlift assemblies in the Biolac clarifier were removed and cleared of debris – all reinstalled and operating properly
- 2015 Annual Compliance Inspection with DNREC was held on June 17<sup>th</sup> – went well

### **Police**

- Significant Incident Reports and Press Releases distributed as prepared
- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Department representatives attended Hispanic Block Party held at First State Community Action Agency on Saturday, June 13<sup>th</sup> (Chief Hughes, Captain Holm, Cpl. Diaz)
- Participated in 2015 Torch Run (see photo1)

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- Police Officer recruitment information posted on Town Facebook page and in local newspapers

## **Public Works**

- Community Message Boards installed (Northeast and Southwest quadrants of the Circle and Chamber Office) (see photo 2)
- Electric in the fountain vault has been updated and complete
- Removing the fire hydrant in front of J G Townsends (North Race Street)
- Weed spraying has been started

## **Planning**

- Concept site plan for Shops of College Park Lot 9 Retail submitted on June 12<sup>th</sup>
- Burger King (20633 DuPont Boulevard) Preliminary Site Plan comments returned to applicant on June 17<sup>th</sup>
- Comprehensive Plan Annual Report completed on June 17<sup>th</sup>
- Worked with Georgetown Square to address parking lot concerns (see photo 3)
- Planning Commission
  - Public Hearing
    1. Revision to § 230-97. Accessory buildings – ***Recommended Approval***
    2. Revision to §230-209. Category I site plan processing procedures – ***Recommended Approval***
    3. Deletion of §230-210. Contents of concept plan submittals – ***Recommended Approval***
    4. Revision to §230-211. Contents of preliminary site plan – ***Recommended Approval***
  - Regular Meeting
    1. Georgetown Elementary & Middle School – Relief from 10' x 20' to 9' x 18' parking spaces (BOA item) – ***Recommended Approval***
    2. Site Plan Amendment – 21150 Airport Road, Sussex Academy – ***Approved with a condition of additional screening***
    3. Historic Review – 21 East Market Street (Sign) – ***Denied***

## TOWN MANAGER'S UPDATE ...

- Irrigation rig failure at Baxter Farms occurred on Friday, June 12<sup>th</sup> (Baxter responsibility)
- Meet with Waste Industries to discuss renewal of Service Agreement (Gene Dvornick, Laura Givens)
- Rental inspection at 116 North Bedford Street (Gene Dvornick, David Hume)

# TOWN MANAGER'S WEEKLY REPORT



- Webinar presentation by SeamlessGov for web based forms (Gene Dvornick, Laura Givens, Angie Townsend)
- Attended Water Infrastructure Advisory Council Meeting – review of submitted projects, updates on existing projects, and financial challenges
- Represented the Town at Delaware League of Local Governments. Focus was on current and proposed legislation impacting municipalities. Key items include:
  - ✓ Telecommunications Betterment Tax
  - ✓ Employment Discrimination
  - ✓ Prevailing Wage Rates
  - ✓ Firearms in Municipal Buildings
  - ✓ Transportation funding (Municipal Street Aid & Community Transportation Funds)
  - ✓ Homeless Persons Bill of Rights
- Presented Proposed Zoning Code Modifications (Accessory Buildings & Process) for Planning Commission Public Hearing
- Met with Blueprint Communities Team to review status of Community Message Boards, street banners, and grant funds (Gene Dvornick, Jocelyn Godwin, Chris Lecates)
- Completed reimbursement requests for 2015 Economic Development and Infrastructure Grant and Local Law Enforcement Grant Supplement provided by Sussex County Council
- Signed and returned Change Order 1 (Sewer System Repair Project – Contract A) for pavement restoration of Margaret Street – work anticipated to take place the week of June 22<sup>nd</sup>



**Photo 1 - 2015 Torch Run**

# TOWN MANAGER'S WEEKLY REPORT



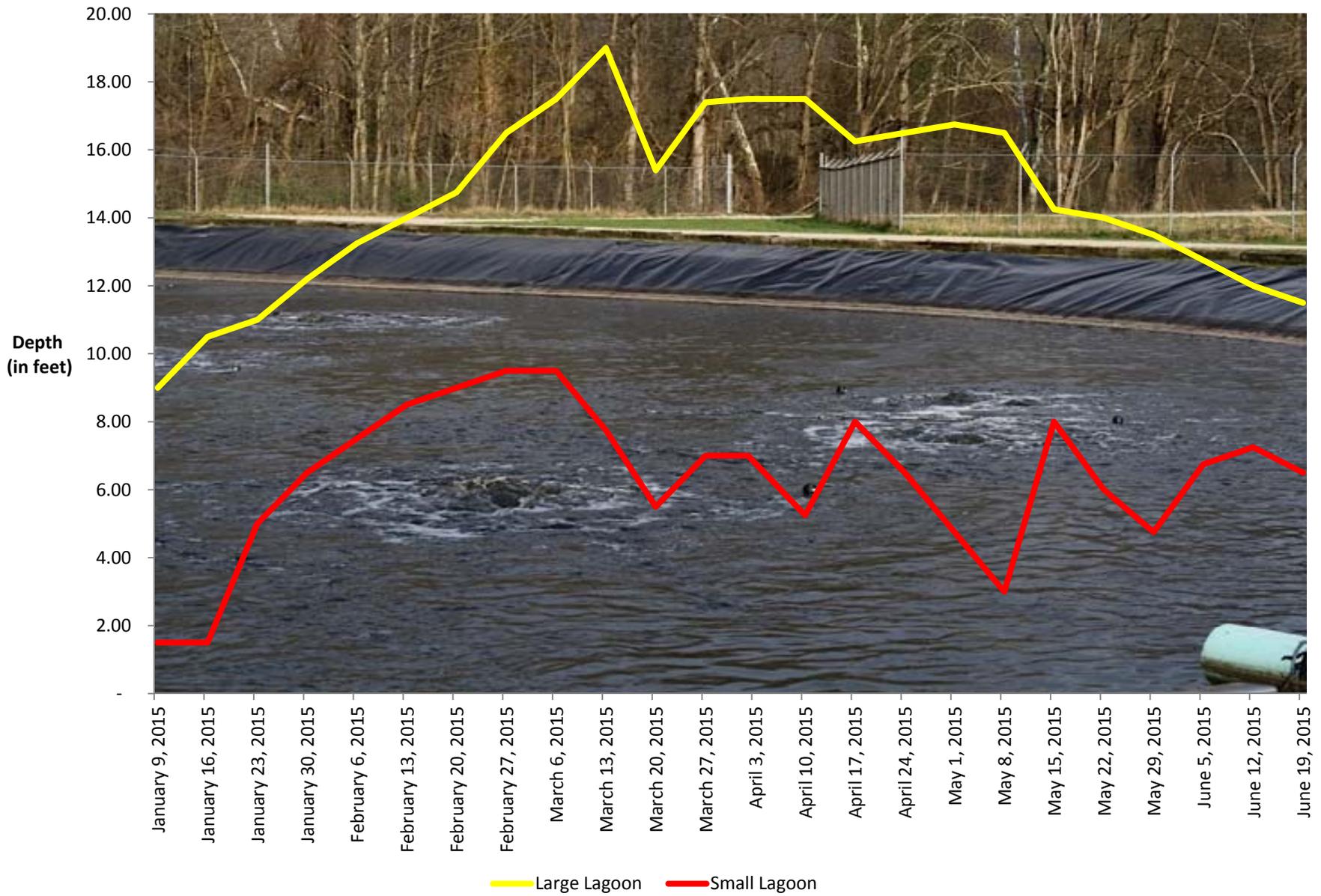
**Photo 2 - Community Message Board**

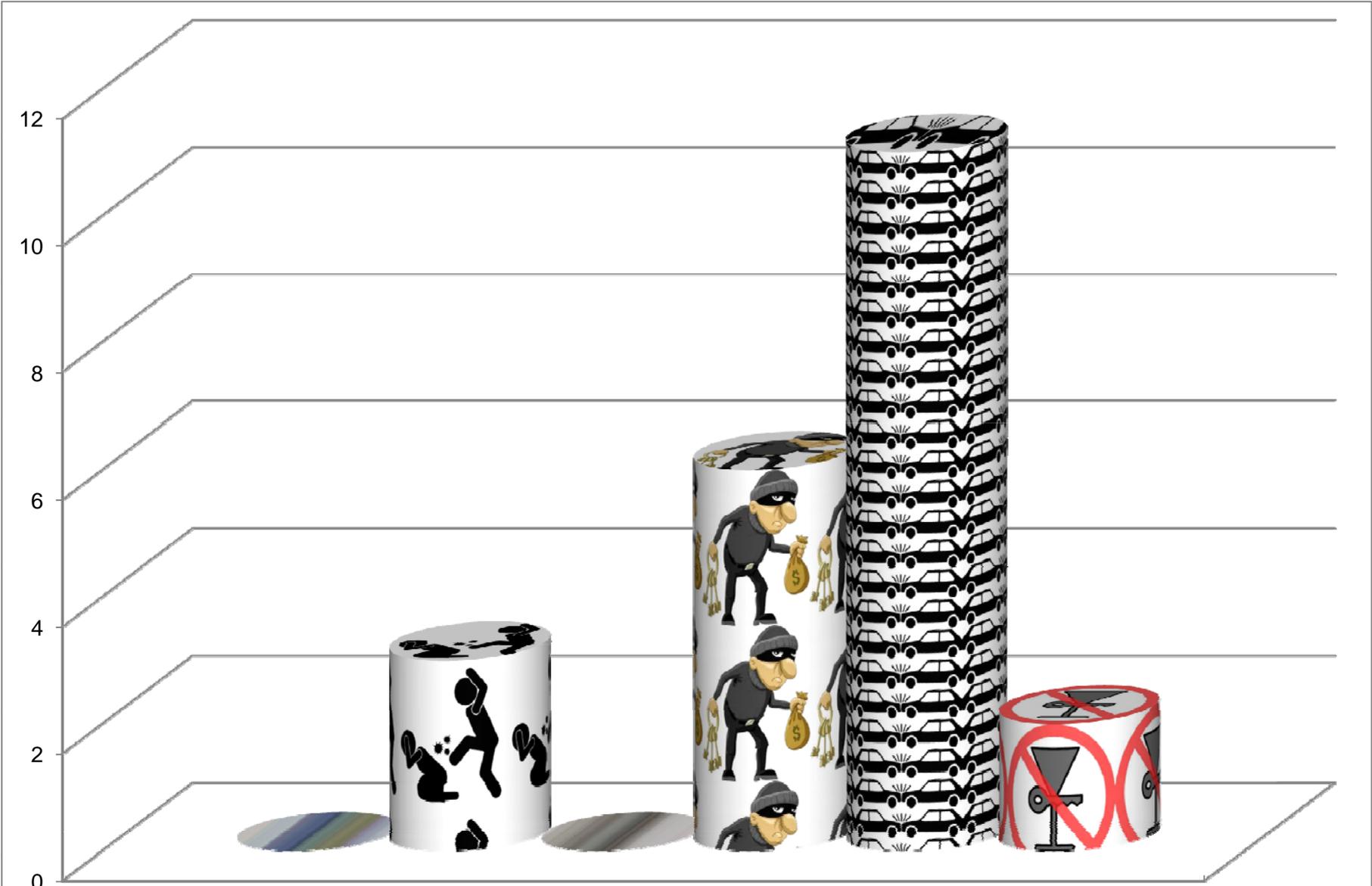


**Photo 3 - Parking Lot barriers (Georgetown Square)**

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

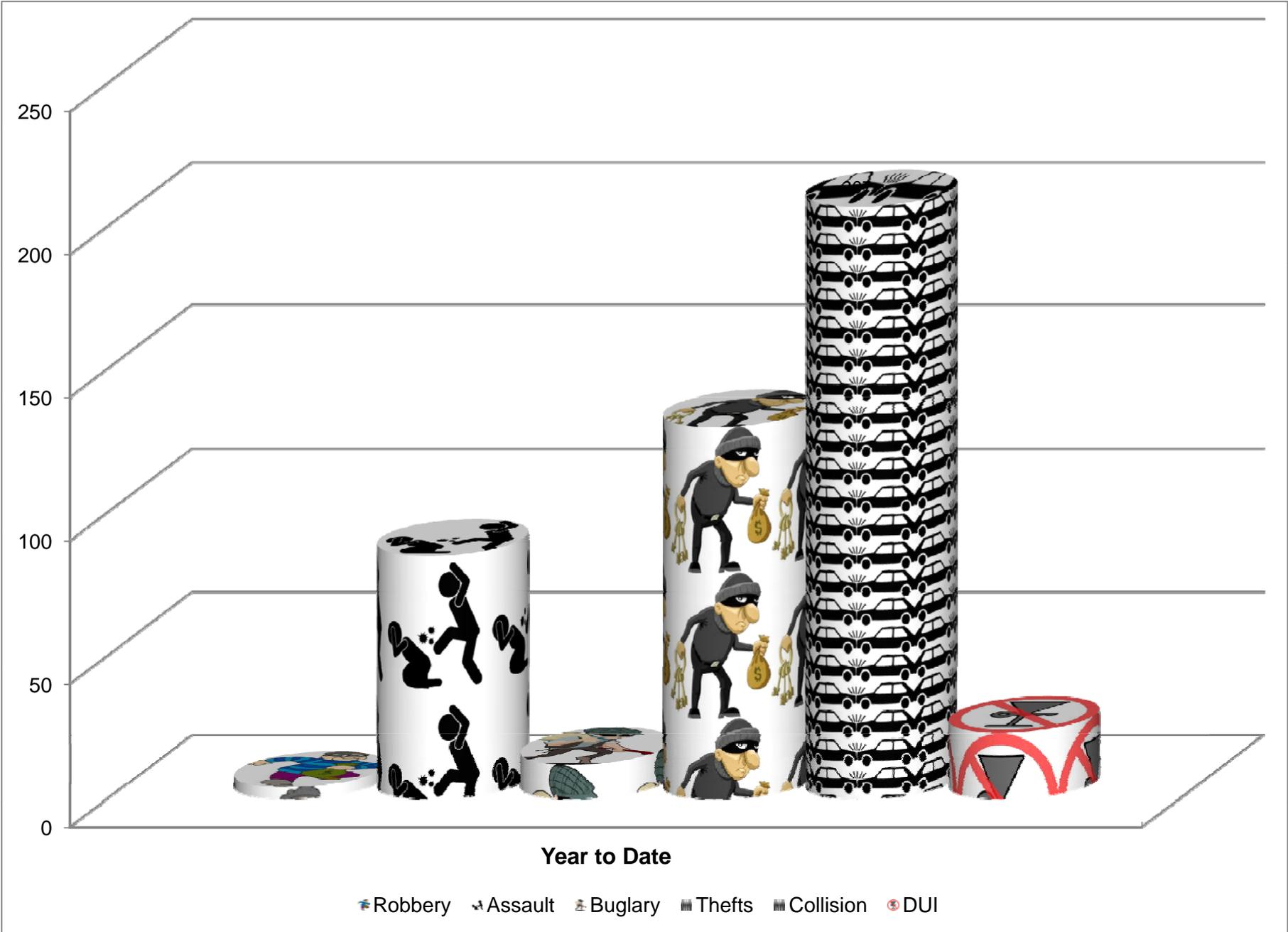
# WWTF Lagoon Depths





Weekly

■ Robbery 
 ■ Assault 
 ■ Buglary 
 ■ Thefts 
 ■ Collision 
 ■ DUI



<p><b>PROPOSED ZONING CODE MODIFICATIONS</b></p> <p><b>PUBLIC HEARING JUNE 17, 2015</b></p>	 <p><b>TOWN OF GEORGETOWN</b></p>
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<p><b>ACCESSORY BUILDINGS</b></p>	 <p><b>TOWN OF GEORGETOWN</b></p>
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CURRENT CODE	
Zoning District	Accessory Buildings
UB1 Urban Business District § 230-77. Accessory uses.	Any accessory use for the storage of office supplies or merchandise normally carried in stock in connection with a permitted office or business use.
UB2 Neighborhood Business District § 230-84. Accessory uses.	Accessory buildings may be erected, to be used solely for storage purposes, and not exceeding 180 square feet in area. Accessory buildings shall reflect the design characteristics of the main building.
UB3 Professional Business District § 230-97. Accessory buildings.	Accessory buildings are not permitted, but existing accessory or auxiliary buildings may be remodeled or relocated on the premises, or both.

ISSUE
<ul style="list-style-type: none"> <li>■ Within the UB3 Zoning District, placement of a new Accessory Building is Not Permitted</li> <li>■ Several property owners have asked about the placement of an Accessory Building on their property</li> </ul>

## PROPOSED CODE REVISION

§ 230-97. Accessory buildings.

~~Accessory buildings are not permitted, but Existing~~ accessory or auxiliary buildings may be remodeled or relocated on the premises, or both.

New accessory buildings may be erected, to be used solely for storage purposes, and not exceeding 180 square feet in area. All accessory buildings shall reflect the design characteristics of the main building.

## CATEGORY 1 SITE PLAN PROCESSING



TOWN OF  
GEORGETOWN

## SITE PLAN REQUIREMENTS

- **Category 1 site plans.** Site plans for the following major uses, including new construction, or the relocation of a building, not part of an RRPC District or otherwise subject to separate procedures, shall be subject to review by the Planning Commission and shall be called Category 1 site plans:
  1. Business and office buildings, commercial buildings or industrial buildings.
  2. Business and professional complexes.
  3. Churches, temples and synagogues.
  4. New construction or external alterations of buildings in an Historic District as referenced in Chapter 230, Article III, § 230-134.
  5. Government buildings of all types.
  6. Hotel, motel or motor lodges.
  7. Multiple-family dwellings containing more than two dwelling units or forming a part of a multiple-dwelling development of two or more buildings.
  8. Townhouses.
  9. Education or institutional buildings.
  10. Mixed use building.

## SITE PLAN REQUIREMENTS

- **Category 2 site plans.**
  1. Single-family detached dwellings, two-dwelling units and rehabilitation projects are Category 2 Site Plans and require administrative review as provided for in § 230-213.
  2. Additions as deemed necessary by the Director of Planning and Zoning.
  3. Change of use.
  4. Minor subdivisions of three lots or less, lot line adjustments and conversion of existing deeded lots to parcels shall be reviewed administratively per § 230-213.

## ISSUE

- **Currently Category 1 Site Plans require:**
  - Conceptual Stage
  - Preliminary Stage
  - Final Stage
- **Each Step takes time, costs money, and may or may not be viewed as beneficial to the applicant**
- **Given a choice, potential businesses may avoid complex requirements and opt for easier approvals**
- **May put Georgetown at a disadvantage for Economic Development opportunities**

## REQUEST

- **Eliminate Conceptual Stage**
- **Simplify the Process**

## PROPOSED CODE REVISIONS

§ 230-209. Category 1 site plan processing procedures.

There are three primary stages in the Category 1 site plan process: predevelopment, ~~concept~~, preliminary, and final.

- A. **Predevelopment** ~~Concept~~ stage: The purpose of the **predevelopment** ~~concept~~ stage is to provide the **Department of Planning and Zoning Commission** with the opportunity to informally review a development proposal prior to the substantial commitment of time and expense on the part of the applicant in preparing a site plan.

## PROPOSED CODE REVISIONS

§ 230-209. Category 1 site plan processing procedures.

1. The applicant ~~for site plan approval~~ shall attend a meeting with the Department of Planning and Zoning prior to submitting a **preliminary** ~~concept~~ plan to the Planning Commission. Consistent with the purpose of site plan review as set forth in § 230-207, the purpose of the meeting shall be to provide the Town with an opportunity to address issues or concerns with the **proposed** ~~concept~~ plan **at the predevelopment stage**; identify any impact studies that may be required, and provide direction **and feedback** to the applicant on the **plan or the** scope of such studies.
2. **While the predevelopment review is an informal proceeding, the following types of submissions are helpful to the Department of Planning in evaluating a proposed project:**
  - a. **Sketches, photographs or other visual depictions of the project, including general visual themes. *Please note that formal architect or engineering blueprints or documents are not required or encouraged at this stage.***
  - b. **Information on access from and impact on nearby roadways, and information on anticipated parking needs.**
  - c. **Information on when construction may be anticipated to begin, and how long it may take.**
  - d. **Information on or depictions of similar projects the applicant may have completed in other jurisdictions.**

## PROPOSED CODE REVISIONS

§ 230-209. Category 1 site plan processing procedures.

- B. Preliminary stage. The preliminary stage is the first step in the formal submission of a Category I site plan to the Town. The purpose of the preliminary stage is to provide the Planning Commission with the information necessary for it to take action to approve or disapprove a site plan. The Planning Commission shall review and take action to approve or deny all Category 1 site plans.
  - Increased written notice to all owners within 300 feet

## PROPOSED CODE REVISIONS

- Repealed § 230-210. Contents of concept plan submittals in its entirety
- Made some minor corrections to existing Code
- Added to Contents of Preliminary Site Plan:
  - Plan Supplemental Site Plan Narrative: The intent of this supplemental information is to provide additional information in a brief summary format to assist the Town in their evaluation of the proposed development.
    - 1) Site Data Summary Chart
    - 2) Economic Impact Statement
    - 3) Ability to Serve Documentation
    - 4) Georgetown Comprehensive Land Use Plan and Design Standards Compliance Statement
    - 5) Traffic Access Overview

<p><b>PROPOSED ZONING CODE MODIFICATIONS</b></p>	 <p><b>TOWN OF GEORGETOWN</b></p>
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