

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Informational Session:** Capital Improvements – 37 The Circle (Annex) and 39 The Circle (Town Hall), Monday, September 21st, 6:00 PM, Town Hall
- ✓ **Town Council Meeting:** Wednesday, September 23rd, **CANCELED**
- ✓ **Delaware League of Local Governments:** Thursday, September 24th, 6:00 PM, Duncan Center (Dover)
- ✓ **Sussex County Association of Towns:** Wednesday, October 7th, 6:00 PM, hosted by Seaford
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, October 9th, 9:00 AM, Arena's at the Airport
- ✓ **Special Election:** Monday, October 12th, 12:00 PM to 7:00 PM, Town Hall
- ✓ **Town Council Meeting:** Wednesday, October 14th, 6:45 PM: Public Hearing; 7:00 PM: Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of September 18th, the Town has collected \$835,926 (98%) of the July 2015 Utility Billing (\$849,627)
- As of September 18th, the Town has collected \$1,466,719 (97%) of the FY 2016 Tax Billing (\$1,511,679)
- Disconnect were planned for Wednesday, September 16th, a total 19 properties were scheduled, as of today only eight (8) remain disconnected due to non-payment of the July utility billing

Wastewater

- Lagoon depths: Large Lagoon is 3.50 feet and Small Lagoon is 1.5 feet
- Air blower #2 was removed from its base for repair service
- Georgetown Plaza pump station was pumped out to remove grease and debris buildup
- Replaced a Missions control relay that was causing false runtime and pump start readings for Pump 1 at the Del Tech pump station

Public Works

- 123 West Market Street has been cleaned out (with assistance from DOC)
- New park benches installed at Bedford Street Park
- Repairing potholes Town-wide

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Planning

- Shops of College Park – Lot 9 (retail) – Preliminary plan comments submitted to applicant on September 14th
- Planning Commission:
 - Public Hearing
 1. Revision to § 230-5. Definitions – Home Occupation – ***Recommended approval with revisions***
 - Regular Meeting
 1. Historic Review – 101 East Market Street (Exterior Renovations) - ***Approved***
 2. Historic Review – 36 The Circle (Signage & Exterior Painting) - ***Denied***
 3. Site Plan Review – 20663 Dupont Boulevard (Burger King) – ***Approved***
- La Rosa Health Center received CO on September 14th

Police

- Significant Incident Reports and Press Releases distributed as prepared
- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Three new recruits successfully completed the first week of training at the Delaware State Police Academy
- Provided interviews with WBOC on the following topics:
 - Sussex County Action Prevention Coalition (SCAPC)
 - Impact of Heroin use on the community
 - School Resource Officer program
- Special duty foot patrols have begun – Funded through a Byrne Grant

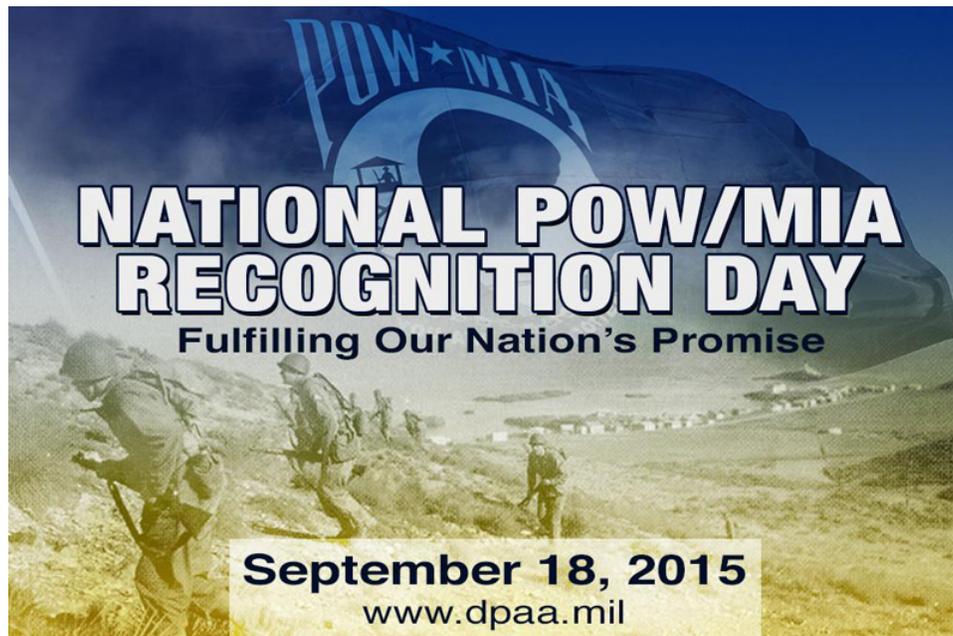
TOWN MANAGER'S UPDATE ...

- Reviewed Code Enforcement status and issues (Gene Dvornick, David Hume)
- Finalized correspondence with independent solid waste hauler regarding intent to prepare and issue a Request for Proposals (RFP)
- Resolved water billing issue for demolished structure
- Presented proposed revision to Zoning Definition – Home Occupation to Planning Commission
- Attended Sussex County Veteran Homelessness Working Group Meeting (Gene Dvornick, Jocelyn Godwin)

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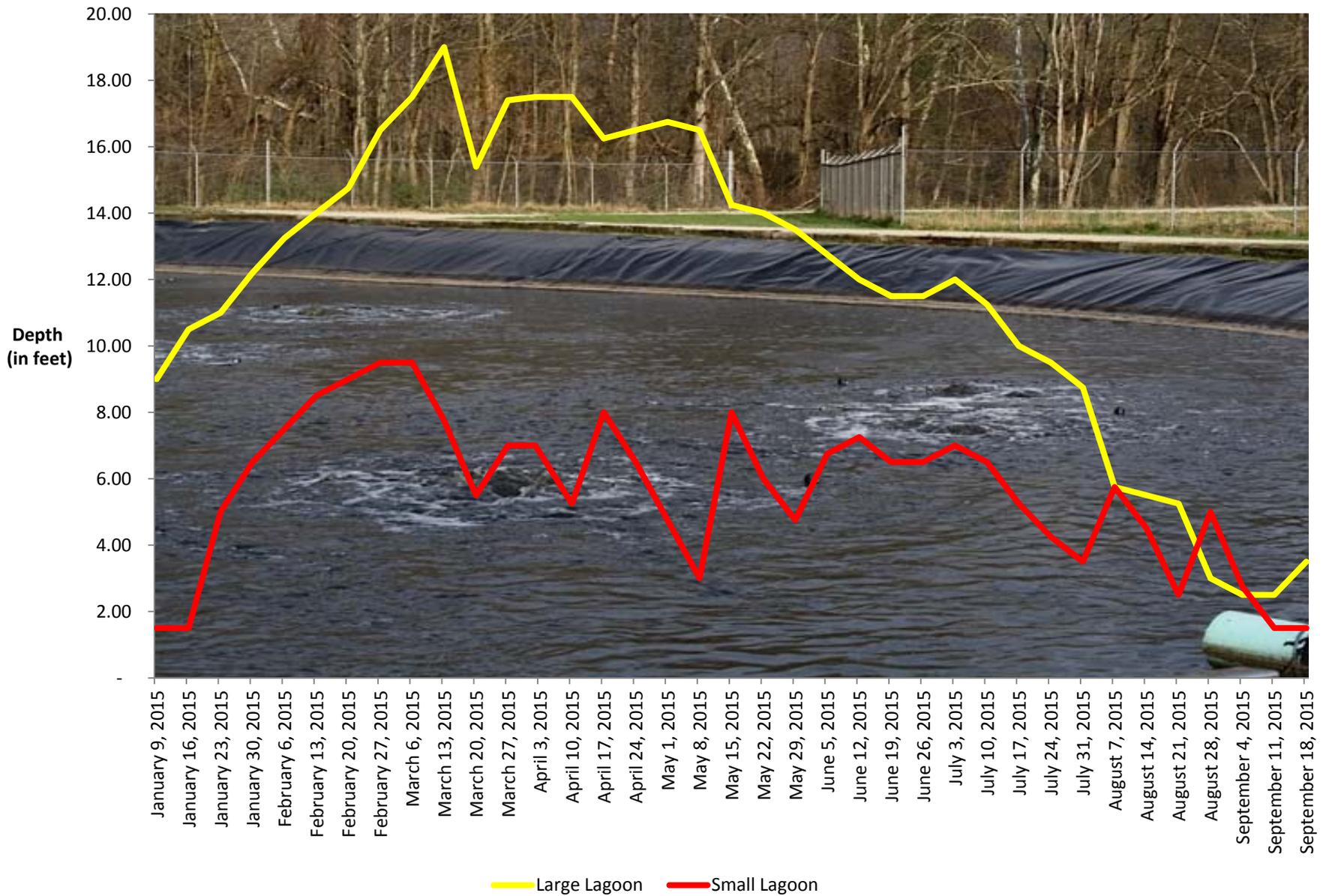


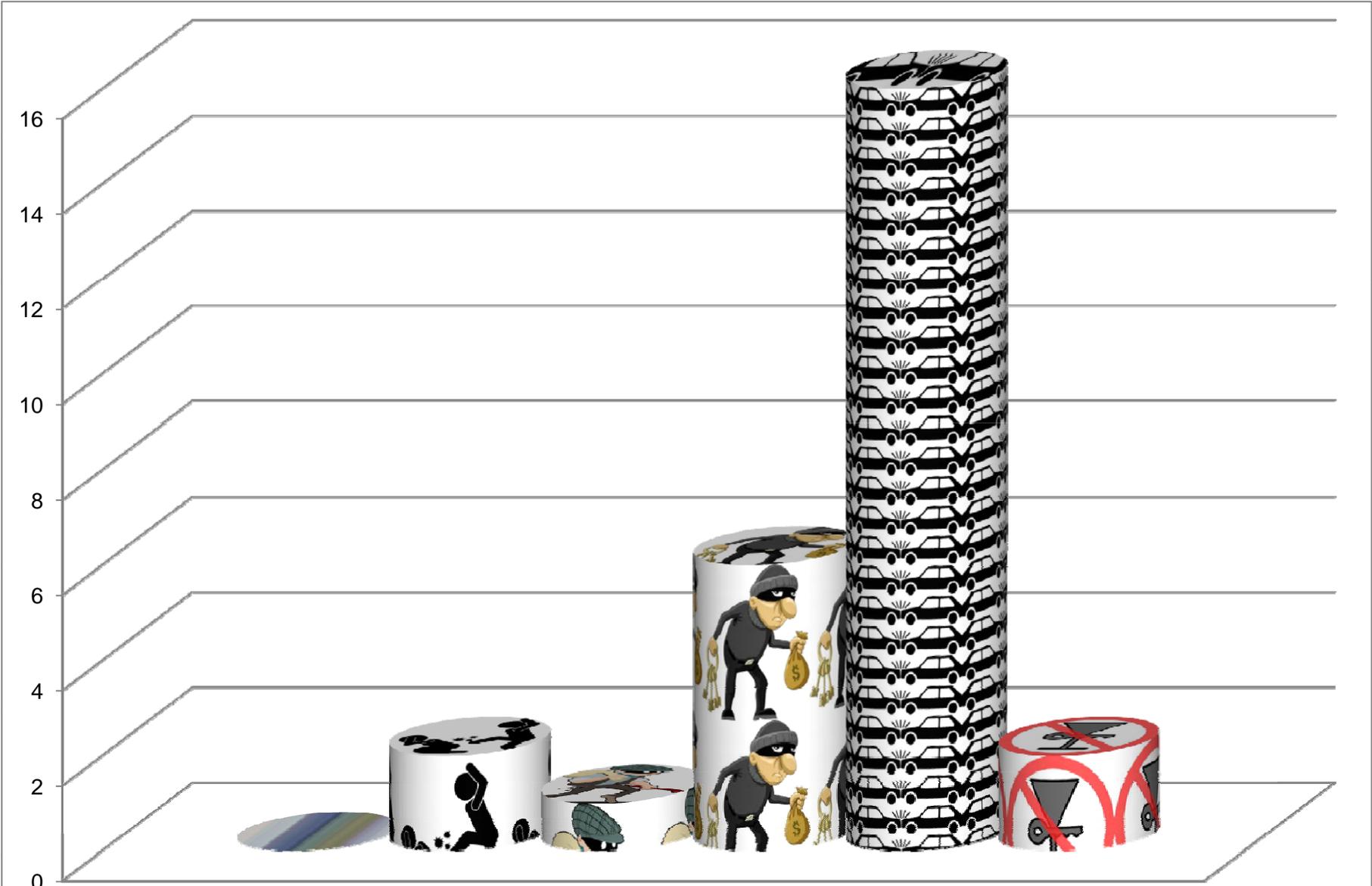
- Addressed impact fee concern for new business at Delaware Coastal Airport Industrial Park
- Facilitated information session regarding Special Election for Capital Improvements at 37 The Circle (Annex) and 39 The Circle (Town Hall)
- Attended Downtown Development District Conference (Gene Dvornick, Jocelyn Godwin) – topics covered:
 - ✓ Application Guidance
 - ✓ Best Practices
 - ✓ Available Incentives
 - ✓ Lessons Learned (Seaford, Dover, and Wilmington)
- Answered questions regarding business signage in the Historic District



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

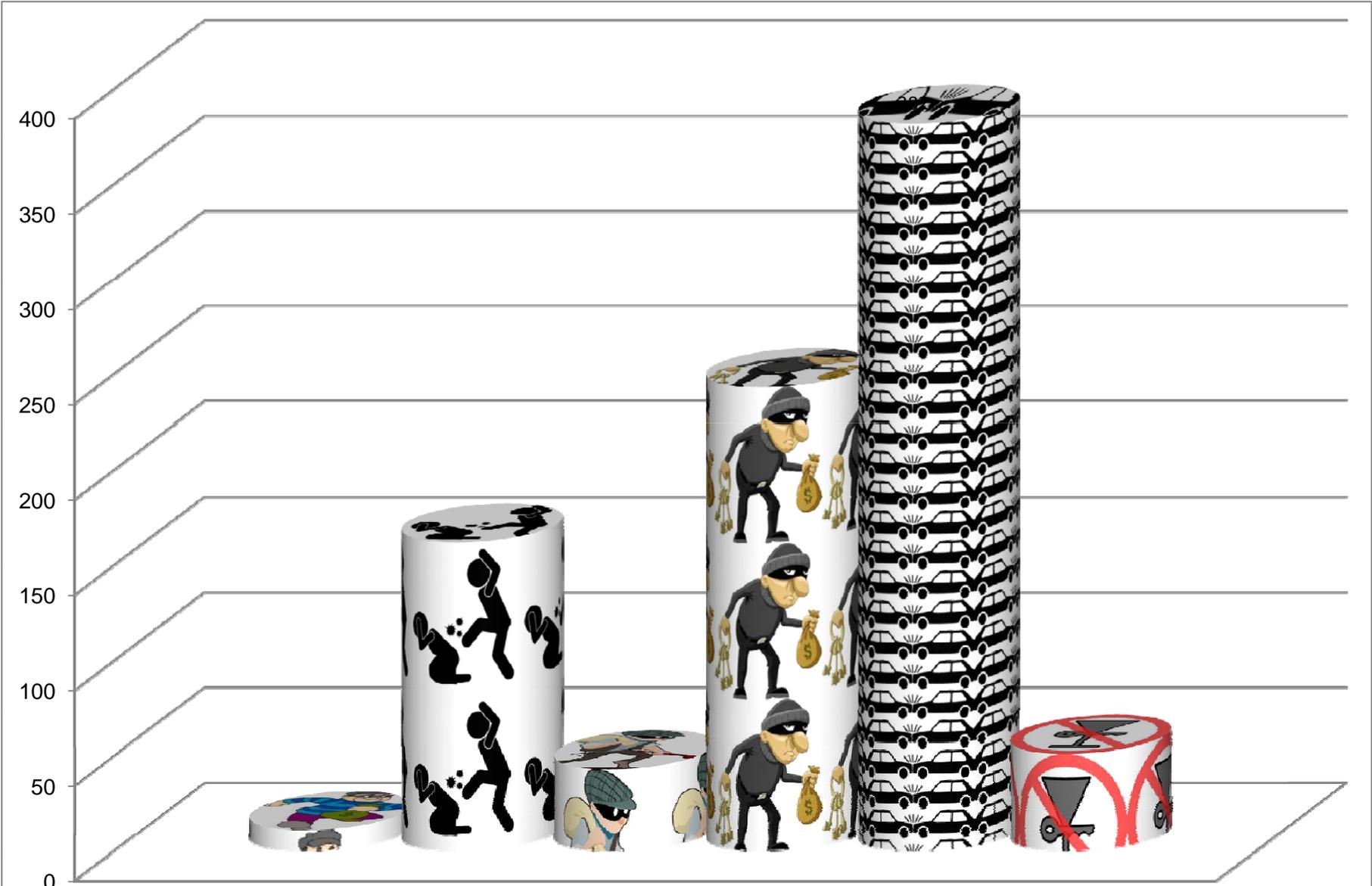
WWTF Lagoon Depths





Weekly

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



Year to Date

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



**ZONING DEFINITION
HOME OCCUPATION**

SEPTEMBER 16, 2015

**TOWN OF
GEORGETOWN**

ZONING CODE, § 230-5 – DEFINITIONS

■ **HOME OCCUPATION**

- Any occupation or activity which is clearly incidental and secondary to use of the premises for dwelling purposes and which is carried on by a member of a family residing on the premises, and in connection with which there is no display or storage of materials or generation of substantial volumes of vehicular or pedestrian traffic or parking demand or other exterior indication of the home occupation or variation from the residential character of the building, and in connection with which no more than one person outside the resident family is employed and no equipment used which creates offensive noise, vibration, smoke, dust, odor, heat or glare. When within the above requirements, a home occupation includes, but is not limited to, the following:
 - A. An art or craft studio.
 - B. Dressmaking, custom baking.
 - C. Professional office of physician, dentist, lawyer, engineer, architect, accountant, salesman, real estate agent or insurance agent or other similar occupation.
 - D. Teaching, with musical instruction limited to one or two pupils at a time; however, a home occupation **shall not** be interpreted to **include barber shops, beauty parlors**, tourist homes, animal hospitals, tea rooms and restaurants.
 - E. Family child-care home.

APPLICATION

- Occupation or activity which is clearly incidental and secondary to use of the premises for dwelling purposes
- Carried on by a member of a family residing on the premises
- No display or storage of materials
- No generation of substantial volumes of vehicular or pedestrian traffic
- No parking demand
- No other exterior indication of the home occupation
- No variation from the residential character of the building
- No more than one person outside the resident family is employed
- No equipment used which creates offensive noise, vibration, smoke, dust, odor, heat or glare.

ISSUE

- Current definition for Home Occupation prohibits barber shops and beauty parlors, both of which are logical Home Occupations.

PROPOSED MODIFICATION

■ HOME OCCUPATION

- Any occupation or activity which is clearly incidental and secondary to use of the premises for dwelling purposes.... within the above requirements, a home occupation includes, but is not limited to, the following:

- A. An art or craft studio.
- B. Dressmaking, custom baking.
- C. Professional office of physician, dentist, [counselor, behavioral specialist](#), lawyer, engineer, architect, accountant, salesman, real estate agent or insurance agent or other similar occupation.
- D. Teaching, with musical instruction limited to one or two pupils at a time; however, a home occupation shall not be interpreted to include [tattoo, massage](#), barber shops, beauty parlors, tourist homes, animal hospitals, tea rooms and restaurants.
- E. Family child-care home.
- F. **The practice of cosmetology or Barbering, limited to one chair.**

[Revisions recommended by Planning Commission](#)

NEXT STEPS

- Consensus on Modification
- Planning Commission Public Hearing
 - September 16, 2015
- Planning Commission Regular Agenda
 - September 16, 2015
- Town Council Public Hearing
 - October 14, 2015
- Town Council Regular Agenda - 1st Reading
 - October 14, 2015
- Town Council Regular Agenda - 2nd Reading
 - October 28, 2015