

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING AGENDA**

Meeting Date: Wednesday, April 9, 2014
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 7:00 P.M. Regular Meeting

7:00 P.M. Regular Meeting

1. Pledge of Allegiance
2. Invocation
3. Adoption of Agenda
4. Approval of March 26, 2014 Town Council Minutes
5. Conditional Use Application – Georgetown Chamber of Commerce – Case #2013-26
6. GREAT Fund Application Request for Funding – Georgetown Arts & Flowers
7. Board of Elections Appointments
8. Planning Commission Vacancy Appointment
9. Tax Ditch – Memorandum of Understanding
10. Award of the S. Railroad Ave. Production Facility, Contract B: Water Treatment Plant
11. 2nd Reading & Adoption of Ordinances
 - A. Ordinance #2014-1 Fee Changes
12. Departmental Reports
 - A. Gene Dvornick – Town Manager
 - B. Eric Rust – Superintendent of Wastewater Reclamation Facility
13. Public Comment
14. Executive Session
The Town Council will meet in Executive Session for a personnel matter on which the name, competency and ability of an individual employee is discussed
15. Adjournment

The agenda items as listed may not be considered in sequence. This agenda is subject to change to include additional items including executive sessions or the deletion of items including executive sessions, which arise at the time of the meeting. Persons with disabilities requiring special accommodations to attend this meeting should contact the Town Office in writing 72 hours in advance of the meeting, stating their needs in order to have them addressed under the requirements of the Americans with Disabilities Act (ADA).

TOWN COUNCIL
INFORMATION SHEET

ITEM: Conditional Use Application – Georgetown Chamber of
Commerce – Case #2013-26

ITEM NO: 5

DATE: April 9, 2014

DESCRIPTION: An application by the Greater Georgetown Chamber of
Commerce, for Conditional Use approval to convert a single
family residential structure to dual office occupancy. The
property is located at 827 East Market Street, identified as
Sussex County Tax District 135 Map 15.00 Parcel 25.00
zoned UR1 (Urban Residential).

BACKGROUND: No comments have been received since the March 26th
Public Hearing.



Town of Georgetown Review Application

	Check Type of Review Requested	Copies
<input checked="" type="checkbox"/>	Category II Plan Review	5
<input type="checkbox"/>	Category I Site Plan - Conceptual	11
<input type="checkbox"/>	Category I Site Plan - Preliminary	11
<input type="checkbox"/>	Category I Site Plan - Final	8
<input checked="" type="checkbox"/>	Conditional Use	18
<input type="checkbox"/>	Historic Review	8
<input type="checkbox"/>	Subdivision/RPC Review - Conceptual	11
<input type="checkbox"/>	Subdivision/RPC Review - Preliminary	18
<input type="checkbox"/>	Subdivision/RPC Review - Final	18
<input type="checkbox"/>	Utility Review	2
<input type="checkbox"/>	Zoning Amendment	18
<input type="checkbox"/>	Other:	

All packages to include number of copies shown:

- Review Application
- Plans / Prints
- Supportive Materials
- One PDF of Site Plan

Note: One 11 x 17 copy of complete site plan to be provided with application packages.

Property Information	
Sussex County Tax Map/Parcel:	135.00-15.00-25.00
Project Location:	827 EAST MARKET STREET, GOERGETOWN, DE 19947
Property Size/Dimension:	2.2741 AC. +/-; FRONT=410', RT SIDE=293', REAR=275', LT SIDE=296'
Project Title/Name:	GREATER GEORGETOWN CHAMBER OF COMMERCE
Current Zoning District:	UR1
Proposed Zoning (if applicable):	UR1
Current Property Use:	RESIDENTIAL / VACANT
Proposed Property Use:	OFFICES

Current Property Owner Information	
Current Owner Name:	CHEER, INC., WARNER J. CLARK
Phone Number:	302-745-3112
Fax Number:	-----
Email Address:	budclark@williamsagency.com
Mailing Address:	546 BEDFORD ROAD
City, State, Zip Code:	GEORGETOWN, DE 19947

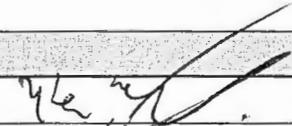
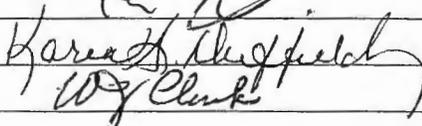
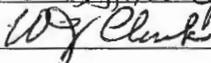
Engineer / Surveyor Information	
Company Name:	AXIOM, ENGINEERING, LLC
Contact Name:	KEN CHRISTENBURY
Phone Number:	302-855-0810
Fax Number:	302-855-0812
Email Address:	ken@axeng.com
Mailing Address:	18 CHESTNUT STREET
City, State, Zip Code:	GEORGETOWN, DE 19947

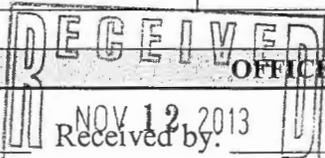
Developer Information	
Company Name:	GREATER GEORGETOWN CHAMBER OF COMMERCE
Contact Name:	KAREN S. DUFFIELD, EXECUTIVE DIRECTOR
Phone Number:	302-856-1544
Fax Number:	302-856-1577
Email Address:	karen@georgetowncoc.com
Mailing Address:	229 EAST MARKET STREET
City, State, Zip Code:	GEORGETOWN, DE 19947

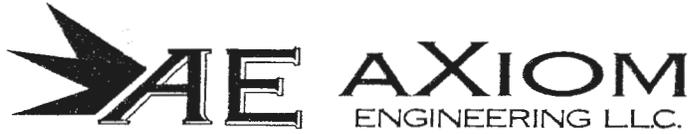
Designated Primary Contact	
Contact Name:	KEN CHRISTENBURY
Phone Number:	302-855-0810
Fax Number:	302-855-0812
Email Address:	ken@axeng.com
Mailing Address:	18 CHESTNUT STREET
City, State, Zip Code:	GEORGETOWN, DE 19947

Please read and certify the following:

1. I have supplied all the information listed on this form and that statements contained in any papers or plans submitted as part of this application are true and correct.
2. This project was designed in accordance with the plan requirements in the Comprehensive Plan, Zoning Code, Design Standards as well as the Construction Standards for the Town of Georgetown.
3. I, or an agent on my behalf, will attend all public hearings/meetings necessary for this project in order to answer any questions to the best of my ability in respect to the present and future needs, health, safety, morals, convenience, order, prosperity and general welfare of the inhabitants of Georgetown.
4. I understand that any incomplete applications will not move forward in the review process and I will be notified in writing after a thorough review has been completed by the Planning Department.
5. It is understood that the Planning Department processes all applications in the order in which they were received. Each application will continue in the process once eligibility and the appropriate reviews have been completed.
6. I understand that only the designated primary contact listed on this application will receive any and all review comments, meeting information and correspondence to and from the Town of Georgetown.
7. I understand that the Engineer will be billed for the professional services rendered from the Town Engineer and/or the Town Solicitor, as required for my application, unless I notify the Town Planning Department in writing advising otherwise.

Signatures	
Designated Primary Contact	KEN CHRISTENBURY: 
Developer	KAREN S. DUFFIELD 
All Current Property Owners	WARNER J. CLARK 
Parcel -	
Parcel -	
Parcel -	

OFFICE USE ONLY	
Date Received: _____	Amount: \$ <u>1100.00</u> Cash/Check #: <u>1186</u>
Received by:  NOV 12 2013	By: _____



Axiom Engineering, L.L.C.
 18 Chestnut Street
 Georgetown, DE 19947
 (302) 855-0810
 Fax: 855-0812
axiom@axeng.com
www.axeng.com

CONFIDENTIAL LETTER OF TRANSMITTAL

TO: Planning Department FROM: Ken Christenbury
 COMPANY: Town of Georgetown DATE: 11/8/13
 ADDRESS: 39 The Circle CC: _____
Georgetown, DE 19947
 RE: 0272-1301 Greater Georgetown Chamber of Commerce

- For Review
- For Your Use
- For Approval
- As Requested
- Please Return When Finished

- Shipped Via:
- Hand Delivery
 - Overnight
 - US Postal Service

Quantity	Date	Description
18	11/5/2013	P-1 Site Plan (24"x36")
18	11/5/2013	P-2 Construction Plan (24"x36")
18	11/7/2013	Review Application
1	11/5/2013	P-1 Site Plan (11"x17")
1	11/5/2013	P-2 Construction Plan (11"x17")
1	11/5/2013	P-1 Site Plan (PDF) via email to: jgodwin@georgetowndel.com
1	11/5/2013	P-2 Construction Plan (PDF) via email to: jgodwin@georgetowndel.com
1	10/3/2013	traffic narrative from Chamber
1	11/6/2013	Review Fee Check in the amount of \$1100.00 (\$500.00 Cat.II & \$600.00 CU)

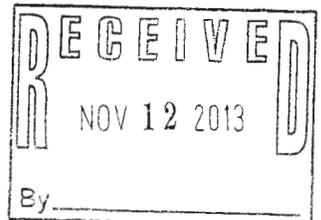
NOTES / COMMENTS:

Category II plan review and Conditional Use

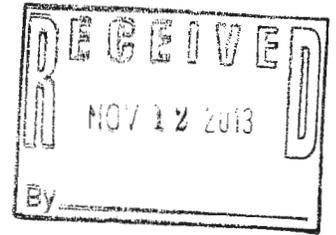
Total 2846 s.f. building area, 1171 s.f. 1st floor, 1075 2nd floor, existing residential building requesting to be converted to dual office occupancy. Initial occupants are the Greater Georgetown Chamber of Commerce and Southern Delaware Tourism

parallel submittals to: Fire Marshal, Sussex Conservation, and DelDot

Thanks,
 Ken
 Signature: _____



GREATER GEORGETOWN
CHAMBER OF COMMERCE
Georgetown Delaware
LINKING BUSINESS & THE COMMUNITY



Kenneth R. Christenbury, P.E.
President, Axiom Engineering, LLC
18 Chestnut Street
Georgetown, DE 19947

October 3, 2013

RE: Traffic at 827 East Market Street

Dear Ken,

The following is the anticipated car count for a normal working day at the proposed location for the combined offices of the **Greater Georgetown Chamber of Commerce (GGCOC)** and **Southern Delaware Tourism (SDT)**, and in the future, as a (proposed) **Sussex County Visitors Center (SCVC)**.

As Full Time Offices (Monday-Friday- 8:30 AM-5:00 PM)

Office Staff for GGCOC (2 staff)/SDT (3 staff) comes in/out in separate cars (Total: 5 cars)
Five days a week, there are 5 staff cars per day, totaling 10 trips per day (Arrivals/Departures)

➤ In Addition:

On any given working day, the two (2) Executive Directors of GGCOC/SDT might leave/return (separately) 1x-in addition to their normal arrivals/departures For example, one or both EDs arrive in the morning in his/her own car; he/she leaves for off-site meeting(s) sometime during the day; return to the office; depart at the end of the day (2-4 additional trips).

➤ In Addition:

On any given working day, 2-3 colleagues/members might stop by the Offices. Three (3) additional cars, arriving/leaving at separate times during the working day= 6 trips.

➤ In Addition:

At any given time during the year, the **GGCOC/SDT** could host meetings/events that could draw as many as 30-40 people for a max. of 2 hours. Pre-arrangements would be made for parking on & off site, and traffic flow.

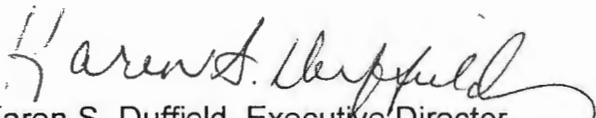
As Sussex County Visitors' Center (Monday-Sunday)

If and when the property evolves into a dual usage as proposed, there could be additional staff traffic (1 staff) for 2 additional days (Saturday & Sundays) making 4 total trips for the 2 additional days.

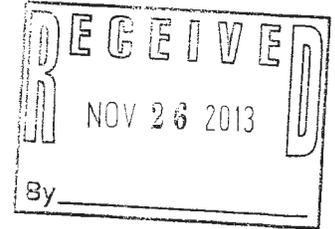
- Based on current visitor traffic there could be as many as 10 additional cars (20 people) visiting the property over the course of the seven (7) days-all arriving/leaving at different times-rarely concurrently.

Please let me know if there is any other information that may be helpful. Thank you very much.

Sincerely,



Karen S. Duffield, Executive Director
Greater Georgetown Chamber of Commerce



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
23697 DUPONT BOULEVARD
GEORGETOWN, DE 19947

SHAILEN P. BHATT
SECRETARY

November 19, 2013,

Town of Georgetown
c/o Mrs. Jamie Craddock
39 The Circle
Georgetown, DE 19947

Letter
Of
No Contention

Dear Mrs. Craddock:

**Subject: Greater Georgetown Chamber of Commerce & Southern Delaware Tourism
Tax Parcel No: 1-35-15.00-25.00
East Market Street
Sussex County**

The Department of Transportation has no contention to the above referenced application dated November 18, 2013 to use the existing entrances for the proposed Greater Chamber of Commerce & Southern Delaware Tourism. This **Letter of No Contention request has been** reviewed by Derek Sapp; Subdivision Manager, and is being issued to act as a waiver thereby permitting use of the existing entrance.

- A 36" X 36" Stop Sign and a 16" Wide White Thermo Stop Bar is required at the egress location. All signs and striping must meet the DelDOT Standard Construction Details and the DE MUTCD.

If in the future the site proposes to change zoning, layout, use, or add a new use that alters the flow and/or volume of traffic, the property owner shall submit information to the Department for review. Changes of this nature may require a new Letter of No Contention and/or Permit(s) to be issued. The applicant must comply with all Town of Georgetown rules and regulations.

Thank you for your cooperation. If you have any questions, please do not hesitate to call me at (302) 853-1342.

Sincerely,

Gemez Norwood
Entrance Permits Supervisor

GN: sa

cc: Lenny Massotti, P+QC Engineer
Marvin Roberts, District Public Works Manager
Steve Sisson, Sussex County Coordinator
Derek Sapp, Subdivision Manager
Warren J. Clark, Cheer, Inc, Owner
Kenneth R. Christenbury, P.E., Axiom Engineering, L.L.C.



Town of Georgetown Department Plan Review Report

Department Name:	DBF Planner/Engineer
Reviewer Name:	Scott Adkisson
Project #:	2013-26
Project Name:	Georgetown Chamber
Project Location:	827 East Market Street 135-15.00-25.00

- I have reviewed the above mentioned application and have no comments to submit.
- I have reviewed the above mentioned application and have comments that need to be incorporated in the next submittal. See the attached written comments.
- I have reviewed the above mentioned application and have comments that need to be addressed, please resubmit before moving forward. See the attached written comments
- I do not need to see this project in the future as it has no/minimal impact on the Dept.

I may be contacted directly by the point of contact on the application for questions/clarification on the comments that I have produced for this project. I further understand that I may also be requested to attend a technical evaluation meeting in the Planning Department to discuss any comments with the applicant.

Scott Adkisson
Signature of Reviewer

12-09-13
Completion Date



December 5, 2013

Town of Georgetown
39 The Circle
Georgetown, DE 19947

Attn: Ms. Jocelyn Godwin,
Planning Administrator

Re: Conditional Use
Georgetown Chamber of Commerce
Georgetown, Delaware
DBF Project Number 319B033

Dear Jocelyn:

As you are aware, the Georgetown Chamber of Commerce is proposing to relocate their place of business to an existing two story residence located on East Market Street (Route 18) adjacent to the intersections of East Market Street with Airport Road and Sand Hill Road. The Chamber will be sharing the existing building with Southern Delaware Tourism. These uses may best be described generally as promotional. The property, tax parcel number 135-15.00-25.00, is in the Urban Residential (UR1) Zoning District. Consequently, a commercial use is only permitted if a Conditional Use is granted. The applicant has filed a Conditional Use request. We have reviewed the submission and we have the following comments. Please note that what follows in this letter pertains only to the Conditional Use request. Our Category 2 review of the minor subdivision and the site plan are attached.

1. § 230-231 Purpose and criteria of the Town's Zoning Ordinance stipulates that *these (conditional) uses are generally of a public or semipublic character and are essential and desirable for the general convenience and welfare.* We feel that the proposed uses definitely meet this requirement.
2. § 230-231 A. asks whether or not there is a *...presence of adjoining or nearby similar uses.* Our interpretation of this criterion is that if there are similar nearby uses, the proposed uses would fit well in the environment. All of the properties are zoned residential along Route 18 for approximately 1/3 of a mile west of the site. There are a significant number of commercial properties to the west beyond

this point. There are commercially zoned properties east of the site on the north and south sides of Route 18, just east of Sand Hill Road, which is approximately 700 feet from the site. The commercial site that adjoins the south side of Route 18 is active, but it fronts Airport Road and not Route 18. The commercially zoned property on the north side of Route 18 is vacant. The Town boundary is coincident with the east property lines of these parcels. The property is obviously fairly removed from similar uses.

3. § 230-231 B. asks whether or not there is *a need for the use in the area proposed*. Our initial impression of the proposed location was that it is located unusually far from the center of Town for these particular uses. Typically, these types of uses are located much closer to Town or City centers, as opposed to being very close (1,500 ft +/-) to the easterly Town boundary, as is the case here. Obviously, the applicant is interested in attracting visitors approaching the Town from the east.
4. § 230-231 C. asks whether or not the use will result in a *minimal effect on neighboring properties*. In large part, any negative effects on neighboring properties would be the result of an increase in traffic. According to the applicant's engineer, there will be an average number of 14 daily trips (one way) to the site as a result of the Chamber of Commerce. The average number of daily trips (one way) for a single family residence is 5. The result of the proposed use is an increase in the average number of daily trips of 9. If the adjoiner to the west and the subject parcel did not share the access drive to the west, the Town could require that a fence or landscaping be installed to provide a buffer against the noise. But the existing west access is an approximately 18 foot wide paved drive that is halfway on the adjoining property and halfway on the applicant's property. If the subject parcel were to remain a residential use, this would most likely not pose any serious problem. However, the applicant is planning to convert the existing easterly access to Route 18 to a one-way (entry only) access. All vehicles exiting the subject parcel will be required to use the westerly shared access. The owner(s) of the adjoining property may not take issue with the idea of an increase in the amount of traffic now; but that may change in the future.
5. § 230-231 D. directs the Town to impose *sufficient safeguards, such as traffic control, lighting, screening, hours of operation, number of occupants, and similar conditions, to protect property values and enjoyment*. The traffic pattern on parcel 25.00 will not operate safely unless the Planning Commission requires the applicant to reverse the direction of the one-way access drive on the east side of parcel 25.00. This will prevent potential collisions between patrons leaving parcel 25.00, and vehicles leaving parcel 24.00; and, it will also prevent potential collisions between patrons leaving and entering parcel 25.00 from different sides of the site, and meeting in the vicinity of the proposed parking lot.

Conclusions:

We have attempted to review this Conditional Use request objectively, based on the Town's Ordinances and the materials submitted by the applicant. Although we feel that

both the Georgetown Chamber of Commerce and Southern Delaware Tourism provide very valuable services to the community and surrounding areas, it is our opinion that a Conditional Use should fit its site, in terms of meeting Town requirements, as seamlessly as possible. That is not the case here. The applicant will require variances for relief from Town requirements.

According to § 230-151 F. of the Town's Zoning Ordinance, *interior* (parking lot) *roadways shall be a minimum width of 25 feet if on-street parking is prohibited.* Neither of the two accesses are 25 feet wide. The west, two-way access is 18 feet wide; and although the Town's Ordinances have no provision for one-way parking lot drives, the 10 foot wide east access is less than half the required width.

The proposed parking also does not meet Town requirements. The closest applicable use would be office, which requires one parking space per each 200 ft² of floor area. According to the Site Data on the plans submitted, there is a total floor area of 2,846 ft². This equates to 14.2, or 15 parking spaces (partial spaces are rounded up). The applicant is proposing 8 parking spaces, one of which is for handicap use. Given that two (2) separate uses will be occupying the existing building, at least one (1) parking space will be required for the operator or manager of each use. This leaves 6 spaces available for visitors, one of which is a handicap space.

The applicant is proposing a 32 ft² advertisement sign. No permanent or long-term advertisement sign, of any size, is permitted in any Urban Residential Zone.

Ultimately, given the discussion above, we do not feel that this site is an appropriate location for these proposed uses.

Our Category 2 review comments for the minor subdivision and the proposed site improvements are attached.

Please feel free to call with any questions or concerns.

Sincerely,

Scott Adkisson.
Project Manager

Attachments

cc: Jamie Craddock, Planning Assistant
Jeff Ward, Construction Coordinator

TOWN OF GEORGETOWN PLAN REVIEW

DAVIS, BOWEN & FRIEDEL, INC. Project Review Comments	Submittal Phase: <u>Category 2</u>	Project No.: <u>2013-26</u>
	Date Submitted: <u>12-02-13</u>	Project Title: <u>Georgetown Chamber of Commerce</u>
	Submittal No.: <u>1</u>	Project A/E: <u>Axiom Engineering, LLC</u>
	DBF Job No.: <u>319B033</u>	
	Date Returned: <u>12-09-13</u>	

Distribution:	P & Z <input type="checkbox"/>	Town Mgr <input type="checkbox"/>	DPW <input type="checkbox"/>	Town Engineer <input checked="" type="checkbox"/>	Other <input type="checkbox"/>
Name of Reviewer:	<u>Scott Adkisson</u>			Office:	<u>Milford, DE</u> <u>302-424-1441</u>
Documents Reviewed:	<u>Minor Subdivision & Site Improvement Plans</u>				

DWG/PAGE NO.	COMMENT NO.	PROJECT REVIEW COMMENTS	APPLICANT RESPONSE
Sheet P-1	1	Please provide a record plat. The plat must include parcel 26.01, portions of its adjoining, and the Sand Hill Road right-of-way. Do not include any proposed improvements.	
	2	Add the tax parcel number to the Site Data.	
	3	Include the existing use in the Site Data.	
	4	The entire original parcel is within a Zone 2 wellhead protection area. See the attachment. Note this in the Site Data. Provide the area of impervious on both the subject parcel (existing and post improvements) and the residue. Provide the percentages of impervious area of each, with respect to the post-subdivided areas.	
	5	Include the minimum permitted lot area, width, depth, and the setbacks in the Site Data. Also include the maximum permitted building height.	
	6	Include the applicable parking criteria and the required number of	

DAVIS, BOWEN & FRIEDEL, INC.
Project Review Comments

Submittal Phase: Category 2 Review
Reviewer: Scott Adkisson

Submittal No.: 1
Project Title: Georgetown Chamber of Commerce

		parking spaces in the Site Data.	
	7	Include the horizontal datum and the established monument that the survey is tied to. The Town requires horizontal information to be provided on Delaware State Plane coordinates and NAD 83.	
	8	Provide the name of the entity that performed the vertical survey and provide the datum of the survey. The Town typically requires vertical information to be tied to NAVD 88; however, because this is a Category 2 review and there are no items involved which will be taken over by the Town, we will permit the use of an assumed datum, which is obviously what was done, based on the spot elevations on sheet P-2.	
	9	In number 6 of the Notes, state that the existing sewer service is provided by the Town of Georgetown. Do the same for the water service in number 7.	
	10	Provide a location map at a scale large enough to include Sand Hill Road, Airport Road, and parcels that adjoin parcel 25.00, including the parcel lines.	
	11	Include a Town of Georgetown approval signature block. The block shall be as shown below. Town of Georgetown Approval: Town Manager: _____ Date: _____ Eugene S. Dvornick, Jr.	
	12	Include the (design) engineer or surveyor certification block.	
	13	Please include a legend.	
	14	Is the building labeled HSE in the center of the north end of the site a house, and if so is it occupied? If it is not a house, describe what it is.	
	15	The required number of parking spaces, based on an office use and the total floor area, is 15. A variance will be required if only 8 spaces are proposed. If the variance is approved, note this and include the date of approval.	
	16	Neither of the drives which provide access to Route 18 comply with the requirements of § 230-151 F., which requires that <i>interior</i> (parking lot) roadways shall be a minimum width of 25 feet if on-street parking is prohibited. The Town has no provisions in its Ordinance for one-way drive aisles; but, the easterly access drive is less than ½ the required width of 25 feet. A variance will be required if the widths are not increased.	
	17	The Town's Ordinance does not permit any permanent or long-term	

		advertisement signs, of any size, in any Urban Residential Zone. A variance will be required to utilize the proposed sign.	
	18	If the Conditional Use and the variances are granted, the Town will require an agreement signed by the owner(s) of parcel 24.00 that will allow the owner(s) of parcel 25.00, and the owners and patrons of the uses on parcel 25.00, to utilize the portion of the paved access to Route 18 that exists on parcel 24.00. The agreement must run with the title of parcel 24.00.	
	19	Change the east access to Route 18 on parcel 25.00 to a one-way access in the opposite direction of what is indicated on the drawing. This will resolve some of the traffic issues that will result from the shared access and the one-way access as it is currently shown. But, it will not resolve the problem associated with the narrow (18 foot wide) shared access.	
	20	Reverse the handicap parking space to correspond with comment 19 above.	
	21	Increase the height of the evergreen screen on the east side of the proposed parking.	
	22	Change the width of the concrete sidewalk from the front building entrance to the sidewalk along Route 18 to 5 feet. This will no longer be a residential use and this walk may be used by the public to access a commercial use. Also, call it out as proposed.	
Sheet P-2	1	Provide space between the box around the proposed spot elevations and the spot elevation numbers. They are very difficult to read.	
	2	Include a detail for the concrete parking bumpers and the hold down spikes.	
	3	Traffic rated concrete should be a minimum of 6 inches thick. Increase the thickness of the handicap parking slab to 6 inches.	
	4	Install a stop sign and a one-way do not enter sign at the south end of the east access to Route 18.	
	5	Install a one-way do not enter sign on the west side of the proposed parking entrance.	
	6	Add additional directional arrows on the drive aisle through the site.	
	7	Call out the cross-walk striping adjacent to the handicap parking space and include a detail.	
	8	There are errors in the proposed sidewalk and stairs in front of the building. This area should be blown up and shown in greater detail. It appears that the stairs from the sidewalk in front of the building to the front door will need to be re-built. Call out the tread widths and riser	

DAVIS, BOWEN & FRIEDEL, INC.
Project Review Comments

Submittal Phase: Category 2 Review

Submittal No.: 1

Reviewer: Scott Adkisson

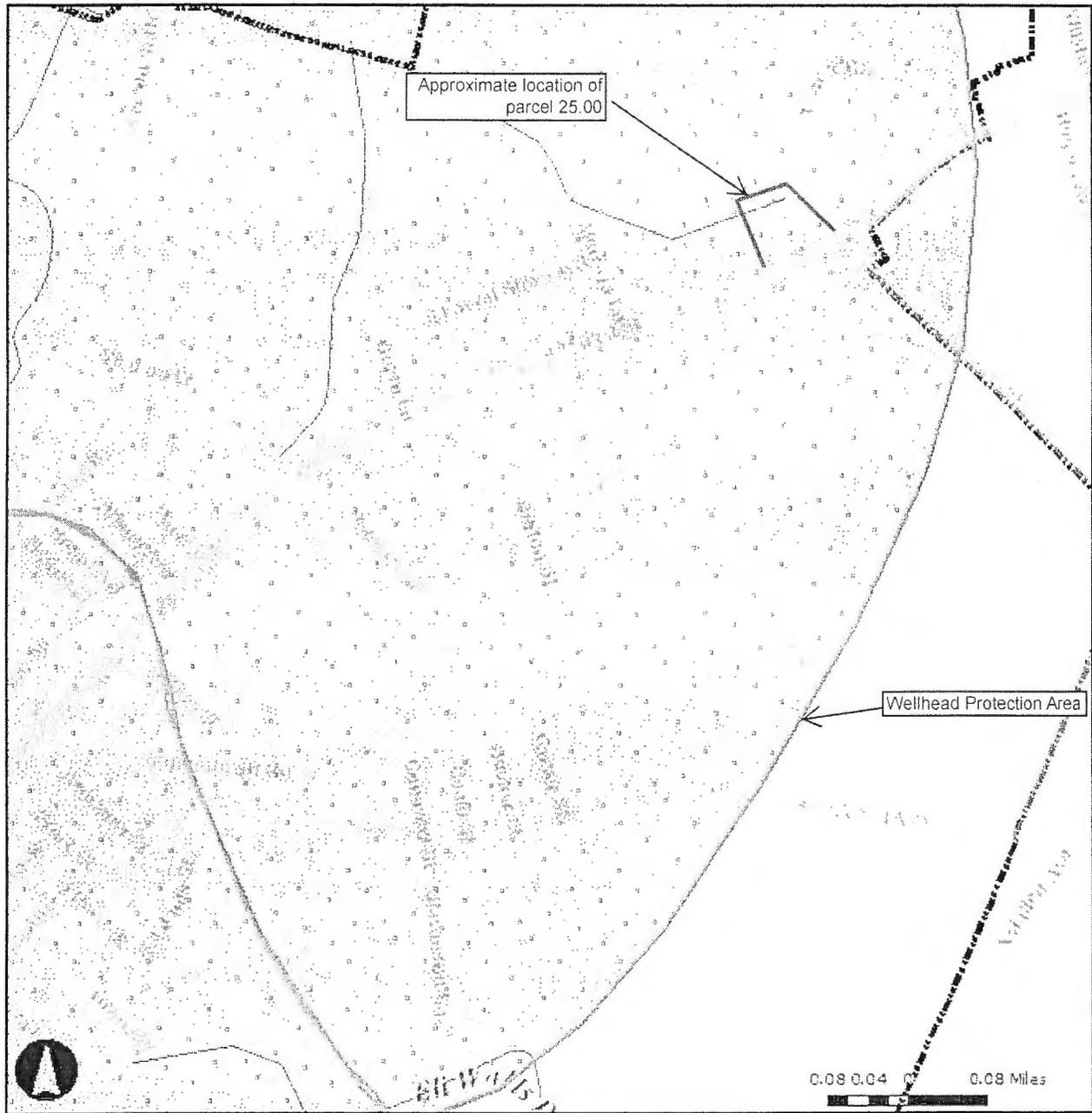
Project Title: Georgetown Chamber of Commerce

		heights and make sure you are showing the proper number of stairs and provide the elevation of the landing. Specify whether or not the stairs are to be brick or concrete. Provide more detail for what appear to be proposed stairs in the sidewalk just west of the entrance. Specify whether the stairs are to be brick or concrete. Revise the spot elevations and the number of stairs as necessary.	
General	1	If the Town approves the Conditional Use and the variances, submit record plat plans and revised site improvement plans for review. Provide verification of approval for the Conditional Use and variances with the submission. Also, provide a comment response letter for the Category 2 review.	
	2	The Town will not grant final approval of the plans until they have reviewed and approved a draft of the agreement for the shared Route 18 access; and until they have received an executed copy of the agreement. Please note that the agreement must address the maintenance responsibilities for the drive.	

Reviewer Signature: _____

SCOTT ADKISSON

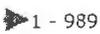
Map



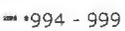
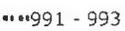
Watersheds



Tax Ditch Segments



—990

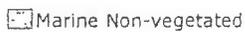
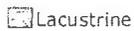
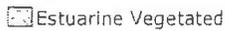


Tax Ditch Maximum ROWs

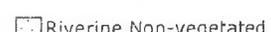
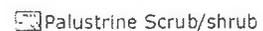
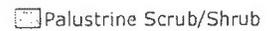
Natural Areas(Final)



State Wetlands 2007



State Wetlands 2007 (continued)



Town of Georgetown

Department Plan Review Report

Department Name:	Planning Department	
Reviewer Name:	Jocelyn Godwin	
Project #:	2013-26	
Project Name:	Georgetown Chamber of Commerce	
Project Location:	135-15.00-25.00 827 East Market Street	

- I have reviewed the above mentioned application and have no comments to submit.
- I have reviewed the above mentioned application and have comments that need to be incorporated in the next submittal. See the attached written comments.
- I have reviewed the above mentioned application and have comments that need to be addressed, please resubmit before moving forward. See the attached written comments
- I do not need to see this project in the future as it has no/minimal impact on the Dept.

I may be contacted directly by the point of contact on the application for questions/clarification on the comments that I have produced for this project. I further understand that I may also be requested to attend a technical evaluation meeting in the Planning Department to discuss any comments with the applicant.

Signature of Reviewer

Completion Date

Referred to DBF (Engineer) per Town Manager
JG 12/2/13

**Town of Georgetown
 Planning Department
 Site Plan Review Routing Slip**

Please review the attached application as they would pertain to your Department. The plan for each project is located in the Town Hall. Feel free to review the project at your convenience. If comments are NOT received by the due date, the project will move forward without my comments.

Type of Review

Request Department Review

Conceptual Review

Police Department

Preliminary Review

Public Works/Water Department

Final Review

Wastewater Department

Utility Review

Finance Department

Category II

DBF Engineer/Planner

Conditional Use

Planning Department

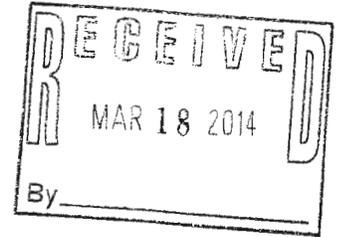
The application was distributed to the requested Department Heads for review and written comments on: 12/2/2013

Written comments are due to the Planning Department no later than the end of business on: 12/10/2013 per JG

Project #:	2013-26
Project Name:	Georgetown Chamber
Project Location:	827 East Market Street 135-15.00-25.00



546 S. Bedford Street
Georgetown, DE 19947
302-856-5187 • FAX 302-856-5451
www.cheerde.com



March 12, 2014

Town of Georgetown
Board of Adjustment
39 The Circle
Georgetown, DE 19947

RE: Greater Georgetown Chamber of Commerce
Loc: 827 E. Market St.
Case #2013-26

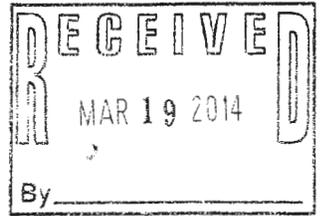
Per the requirements set forth by the Board of Adjustment at the hearing on March 5, I am writing to advise you that CHEER, Inc. has no problem allowing the Greater Georgetown Chamber of Commerce access to parking spaces at our Community Center on the few occasions that they should have need to use them.

If you have any questions of me, please do not hesitate to call me.

Sincerely,

Warner J. Clark
Vice President

GREATER GEORGETOWN
CHAMBER OF COMMERCE
Georgetown Delaware
LINKING BUSINESS & THE COMMUNITY



Board of Adjustment
Town of Georgetown
39 The Circle
Georgetown, DE 19947

March 17, 2014

Re: Board of Adjustment Case #2014-01
827 East Market Street

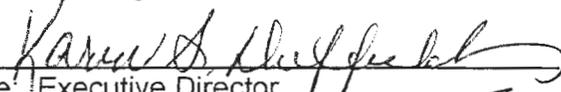
To Whom It May Concern:

This letter is to confirm the agreement between the Greater Georgetown Chamber of Commerce, as future owner of 827 East Market Street and Richard D. Comly, Jr. and Diana B. Comly, owners of 825 East Market Street.

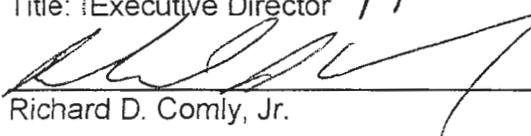
The Comly's previously submitted a letter in support of the Chamber's conditional use application for the property at 827 East Market Street as a Chamber Office and Visitor Center.

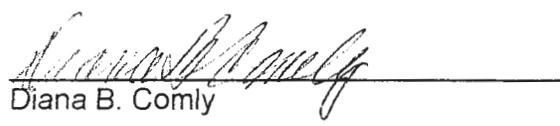
As requested by the Board of Adjustment, we submit this letter to set forth the mutual agreement, for so long as 827 East Market Street is used by the Chamber under the Conditional Use as a Chamber Office and Visitor Center, to share the joint driveway connecting 825 and 827 East Market Street. Further, the Chamber also grants to the Comly's use of the circular driveway located at 827 East Market Street as needed for their personal use.

Greater Georgetown Chamber of Commerce

By: 
Title: Executive Director

Date: 3/19/14

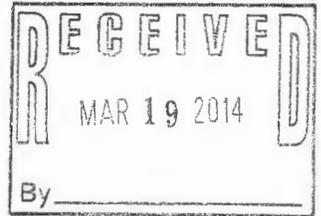

Richard D. Comly, Jr.


Diana B. Comly

Date: 3/18/14

Date: 3/18/14

GREATER GEORGETOWN
CHAMBER OF COMMERCE
Georgetown Delaware
LINKING BUSINESS & THE COMMUNITY



Board of Adjustment
Town of Georgetown
39 The Circle
Georgetown, DE 19947

March 17, 2014

Re: Board of Adjustment Case #2014-01
827 East Market Street

To Whom It May Concern:

This letter is presented in accordance with the conditions of the Board of Adjustment in accepting a reduced number of parking spaces and supporting the Chamber's conditional use application for the property at 827 East Market Street as a Chamber Office and Visitor Center.

The Greater Georgetown Chamber of Commerce, as future owner/occupant of 827 East Market Street and future lessor to any leasing organization with staff; and for so long as 827 East Market Street is used by the Chamber under the Conditional Use as a Chamber Office and Visitor Center, agrees that the three (3) garage bays on said property will be used for staff parking.

Greater Georgetown Chamber of Commerce

By: Karen S. Duffield
Name: Karen S. Duffield
Title: Executive Director

Date: 3/19/14

To: Angela Townsend
From: Jamie Craddock, Planning Department
Date: March 20, 2014
RE: Greater Georgetown Chamber of Commerce – Board of Adjustment Approvals

Special Exception for the reduction of the required 25' interior drive width to the existing 10' – 18' (conditioned that 3 letters are received (1) a letter from the Georgetown Chamber and (2) a letter from the Comly's (property owner of 825 East Market Street) agreeing to the shared use of the existing driveways & (3) a letter received from Cheer granting the Chamber the use of their parking lot)

Special Exception for the reduction of the required 15 parking spaces to the proposed 8 (conditioned that the area in the garage be utilized by 3 employees at all times & the three letters are received as mentioned above)

Variance to allow a 12 square foot sign (reduced from the 32 square feet requested)

TOWN OF GEORGETOWN - PLANNING COMMISSION

Draft Meeting Minutes March 19, 2014

ATTENDANCE

Commissioners

Rodney Marvel
Chris Lecates
Diane Greenberg
Gary Tonge
Chester Johnson

Staff

Jocelyn Godwin, Planning
Tim Willard, Solicitor
Jamie Craddock, Planning

1. CALL MEETING TO ORDER

Commission Chair Marvel called the meeting to order in the Town Hall at 6:00 p.m.

2. APPROVAL OF FEBRUARY 19, 2014 MEETING MINUTES

Commissioner Tonge moved, seconded by Commissioner Johnson, to approve the February 19, 2014 regular meeting minutes as presented. **APPROVED (UNANIMOUS)**

Commissioner Johnson moved, seconded by Commissioner Lecates, to amend the agenda removing item #5, to be addressed at a later date. APPROVED (UNANIMOUS)

3. PUBLIC HEARING: CASE #2013-26

**CONDITIONAL USE
Greater Georgetown Chamber of Commerce**

An application by the Greater Georgetown Chamber of Commerce, for Conditional Use approval to convert a single family residential structure to dual office occupancy. The property is located at 827 East Market Street, identified as Sussex County Tax District 135 Map 15.00 Parcel 25.00 zoned UR1 (Urban Residential).

Ken Christenbury, of Axiom Engineering, presented the application. The applicant recited the code related to Conditional Use, Chapter 230-231.

The area surrounding the property is a transitional area. Within 500 feet is Highway Commercial zoned property. There is nearby a UB1 zoned shopping center, Sterling Square. The Sussex Academy of Arts & Science is across the street. The Cheer facility is immediately adjacent to the property.

Route 9 is an ideal location, being a gateway to the town. DelDOT's traffic summary indicates just under 20,000 vehicles a day annual average.

Market Street, headed west, has many similar uses with two in similar zoning.

Karen Duffield, Executive Director of the Chamber, addressed the need for the Chamber office and provided their mission to promote and advance the businesses of

its members. The project will be a Chamber office and tourism center with the vision to designate the property as a Sussex County Visitor Center & Hospitality House. The project also ties into the Blueprint Community Revitalization Plan that the Chamber has been involved in with the Town of Georgetown.

Mr. Christenbury stated the effect on neighboring properties was addressed at the March 5, 2014 Town Board of Adjustment meeting where variances were considered. Conditions from the meeting required three letters to be submitted. Those letters have been submitted and provided to the Commission.

Bob Rosenberger, of Axiom Engineering, reviewed the results of the Board of Adjustment meeting. First was a request for adjustment from the required 25 foot drive width. The 25 feet is provided in the back for the parking area. The existing driveway is shared with the neighbor and is 18 feet wide. The shared portion is for the entrance and then the exit is 10 feet wide, utilized by an ADA parking space. Letters were required indicating a joint agreement between the neighbors and the Chamber for approval.

The second request was for number of parking spaces. The plan provided eight spaces and the code requirement was for 15 spaces. The Board granted the eight with the condition that the three spaces within the garage be used for staff parking. A note has been added to the plan.

The last request was to allow a sign. The initial request was for up to 32 square feet and the Board approved 12 square feet. The sign will be 'uplit' and landscaping will be added to reduce any glare impact to traffic in either direction.

Lighting will be residential lighting, except for the sign, and landscaping is present on the property and will be increased to screen the added parking.

The hours of operation will be 8:30 am until 5 pm, five days a week. There will be two staff (1 part-time, 1 full-time) on a normal basis. There will be 1 to 2 meetings per week with four guests and a monthly meeting with twelve attendees. Any additional parking needed will utilize the Cheer parking lot. Winter visitors are estimated as two vehicles per week and up to six in the summer.

DelDOT has issued a letter of no contention. SCD has approved the project with a waiver as the total disturbance is less than 5,000 square feet. The property is within a wellhead protection area prompting reduced impervious surface. The parking area is proposed to be gravel. Fire Marshal has confirmed there are no requirements due to the size of the project.

The Commission asked about lighting in the back for safety. The applicant will add motion sensor lighting in the back.

The Commission asked about the subdivision of the property. The applicant stated that the decision is to proceed with a minor subdivision into two lots. There are zoning issues if the property is added to the rest of the Cheer property.

The applicant added clarification that the staffing presented was for the Chamber only. The second office will have three staff members and two of those are on the road most of the time.

The applicant presented Findings of Facts to the Commission.

Commissioner Marvel opened the meeting for public comment.

In support:

Joan Tyndall, Treasurer for the Chamber, stated support and the importance of the Chamber having a permanent home in Town.

Bud Clark, of Cheer, stated that Cheer is in full support of having the Chamber as their neighbor.

No one was in attendance in opposition of the application.

Mrs. Godwin confirmed there was no correspondence received either for or against the application.

Commissioner Marvel closed the public hearing.

Commissioner Tonge moved, seconded by Commissioner Lecates, to APPROVE the Conditional Use application contingent upon the hours of operation being from 8:30 am to 5:00 pm as presented and approval of the minor subdivision of the property.

Poll vote:

Commissioner Johnson – Approve, no comment.

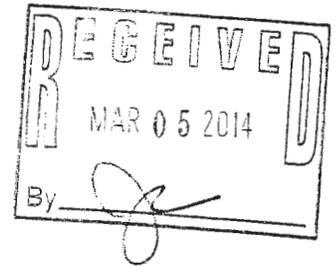
Commissioner Tonge – Approve, office fits the character of the area and no adverse impact on the neighborhood.

Commissioner Lecates – Approve, need for a permanent location and improved location.

Commissioner Greenberg – Approve, agree with need for a permanent location.

Commissioner Marvel – Approve, agree with prior comments.

APPROVED (UNANIMOUS)



March 5, 2014

Board of Adjustment
c/o Planning Department
Town of Georgetown
39 The Circle
Georgetown, Delaware 19947

Re: Application of Greater Georgetown Chamber of Commerce (BOA Case # 2014-01)

To Whom It May Concern:

CHEER, Inc. (formally Sussex County Senior Services) hereby offers this letter of support for the above referenced application submitted by the Greater Georgetown Chamber of Commerce. As the owner of the adjoining property, commonly known as the Allen CHEER Community Center site, CHEER believes that the approval of the Chamber's proposed application will complement neighboring properties and enhance the local community.

If you should have any questions regarding CHEER's position on this matter or wish to discuss this further, please do not hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

Kenneth S. Bock
Deputy Director

cc. Arlene S. Littleton, Executive Director

Richard D. and Diana B. Comly
825 East Market Street
Georgetown, Delaware 19947

Telephone (302) 856-3635

January 24, 2014

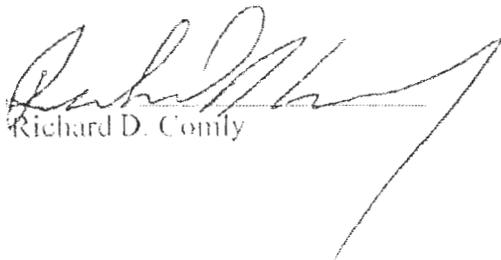
Karen Duffield
Executive Director
Georgetown Chamber of Commerce
P. O. Box 1
Georgetown, Delaware 19947

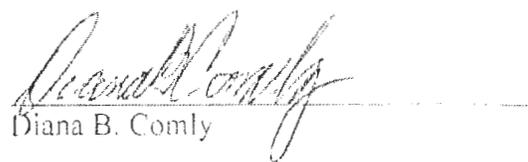
RE: 827 East Market Street, Georgetown, Delaware

Dear Ms. Duffield:

We have been informed that the Georgetown Chamber of Commerce is planning to move its primary office to 827 East Market Street, Georgetown, Delaware. Our property is adjacent to this property and we share a common driveway. We have also been informed that the Chamber will need to get a conditional use variance. We have no objection to the town granting the conditional use variance or the Chamber establishing its office at 827 East Market Street, Georgetown, Delaware.

Very Truly Yours


Richard D. Comly


Diana B. Comly

TOWN OF GEORGETOWN MEMORANDUM

TO: Mayor and Council
FROM: Gene Dvornick, Town Manager
RE: Georgetown Arts & Flowers – Grant Request (Not to exceed \$500.00)
DATE: April 2, 2014

The Georgetown Arts & Flowers organization is seeking funds from the Georgetown Recreation Education and Arts Trust Fund to help offset costs related to beautification of East Market Street, specifically, hanging baskets, potting material and plants for use on the new street light poles. The request breakdown is as follows:

<u>Line</u>	<u>Description</u>	<u>Qty</u>	<u>Amt</u>	<u>Total</u>
1	Flower Well (CS/10)	1.00	\$ 49.70	\$ 49.70
2	Rain Gel (Tub) 1 Kilo	1.00	\$ 17.97	\$ 17.97
3	17” Hanging Basket (CS/5)	2.00	\$ 77.35	\$ 154.70
5	Shipping & Handling	1.00	\$ 35.58	\$ 35.58
4	Plant Purchase	1.00	\$ 242.05	\$ 242.05
				<u>\$ 500.00</u>

Attached are detail sheets for items 1 through 3.

1 03/24/14 295283A

800-733-5613 Email: dealersales@kinsmanwholesale.com
Website: kinsmanwholesale.com



Chris Lecates
Georgetown Arts & Flowers
212 Wilson St.
Georgetown, DE 19947

441258 RMA/RMA WX /NONE QUOTATION

(302) 856-7111 0.0 Lbs W9G

Thank you for your order

1	FLWL-10	CS/10 FLOWER WELL	49.70	-	49.70	
1	RTUB	RAIN GEL (TUB) 1 KILO	17.97	-	17.97	
2	KC7SET-5	CS/5 17" HANGING BASKET AND LINER SET	77.35	-	154.70	
					MERCHANDISE INVOICE TOTAL \$	222.37
					SHIPPING & HANDLING \$	35.58
					INVOICE TOTAL \$	257.95

A charge of 1.5% will be applied to balances over 30 days old. Shortages or damage must be reported within 5 days of receipt of merchandise to claim.

Invoice Date	Invoice #	Customer #	Customer Comments	Amount Paid
03/24/14	295283A	441258		

Please detach and return with payment to: Kinsman Company, PO Box 428, Pipersville, PA 18947



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0 Items \$0.00 [View Items](#)

[PAMELA CRAWFORD PLANTERS](#)

[PLANTERS & LINERS](#)

[DOWN UNDER POTS](#)

[BIRDS, BEES & WILDLIFE](#)

[ROSE PILLARS, ARCHES & OBELISKS](#)

[PLANT SUPPORTS & GROWING AIDS](#)

[TOOLS & HELPERS](#)

[WATERING](#)

[GIFTS, DÉCOR & CHRISTMAS ORNAMENTS](#)

[EVEREDGE & EASY BEDS](#)

Flower Well



FLOWER WELL

Item Number: FLWL
Unit Price: \$9.95

Qty.

[ADD TO CART](#)

Rating [1 Reviews](#)

[Email a Friend](#)

DESCRIPTION

Flower Well is a sturdy plastic reservoir for hanging baskets and planters that captures water and food that would otherwise drain away. So your hanging baskets can go longer before watering and dripping is much reduced. Holding a full quart, Flower Well concentrates the liquid in a central well from which plant roots and capillary action can draw up the nourishment. Made from recycled material, Flower Wells can be re-used over and over again. Top has over 100 drainage holes, central well is 2" across. 8-3/4" across overall x 1-3/4" deep. Fits baskets and planters 12" diameter and above.

People who buy [FLOWER WELL] also buy



[RAIN GEL 60GRM](#)
\$5.95



[WATER SLICE](#)
\$12.95



[RAIN-MAT FOR HANGING BASKET](#)
\$5.95



[RAIN GEL-JECTOR](#)
\$6.95

REVIEWS

Overall Rating

Good water reservoir

March 20, 2014

By Dan Kuhn, Leesburg IN

These water reservoirs fit well in my 17 inch hanging baskets. They work well to keep the soil moist, and they catch a lot of the water, so that it doesn't run right through the basket liner. A very good product.

[View All Reviews](#)



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[ROSE PILLARS, ARCHES & OBELISKS](#)

[PLANT SUPPORTS & GROWING AIDS](#)

[TOOLS & HELPERS](#)

[WATERING](#)

[GIFTS, DÉCOR & CHRISTMAS ORNAMENTS](#)

[EVEREDGE & EASY BEDS](#)

Rain Gel & Mats



RAIN GEL GRANULES 250GRM

Item Number: RGRNL

Unit Price: \$12.50

Qty.

[ADD TO CART](#)

Rating [Reviews](#)

1

[Email a Friend](#)

DESCRIPTION

Water Absorbing Granules and Mats for Planters Granules, Prepacked Mats and Rolls from England They hold moisture in the soil of hanging baskets and containers, so plants do not dry out as quickly, improving displays and growth even in dry conditions. You may only need to water every 7-10 days.

Adds Potassium - Not Sodium

Another advantage of Rain-Gel and Rain-Mats is that they slowly release small traces of potassium, unlike other products that release sodium (salt) which can adversely affect some plants.

RAIN-GEL GRANULES

"Rain-Gel" water retaining granules give much better performance than products that are sodium based. "Rain-Gel" and "Rain-Mat" products are potassium based and take up water in a few seconds, forming a fine textured jelly. This rapid uptake ensures much better performance within the soil and provides an immediate reservoir to plant roots. Quite simply, the "Rain-Gel" granules "grab" the water immediately, before it can drain through the potting mix (unlike other slow acting granules). Saturation can be achieved with one watering, instead of having to rewater several times. The roots are then able to draw water from the reservoir as and when needed.

One teaspoon of Rain-Gel mixed into the potting soil at root level is enough for a 12" hanging basket. Use two teaspoons for larger baskets.

People who buy [RAIN GEL GRANULES 250GRM] also buy



[WATER SLICE](#)
\$12.95



[RAIN GEL-JECTOR](#)
\$6.95



[FLOWER WELL](#)
\$9.95



[RAIN-MAT FOR HANGING BASKET](#)
\$5.95

REVIEWS

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- [PLANTERS & LINERS](#)
- [DOWN UNDER POTS](#)
- [BIRDS, BEES & WILDLIFE](#)
- [ROSE PILLARS, ARCHES & OBELISKS](#)
- [PLANT SUPPORTS & GROWING AIDS](#)
- [TOOLS & HELPERS](#)
- [WATERING](#)
- [GIFTS, DÉCOR & CHRISTMAS ORNAMENTS](#)
- [EVEREDGE & EASY BEDS](#)

Old Fashioned



17" OLD FASHIONED HANGING BASKET & COCO FIBER LINER SET

Item Number: KC7SET

Unit Price: \$30.95

Qty.

[ADD TO CART](#)

Rating [Reviews](#)

0 [Tweet](#) 0 0

[Email a Friend](#)

DESCRIPTION

17" Hanging Basket is 10" deep

Set includes basket, Easy Fit (premolded) Natural Coco Fiber Liner (MLTC7,) and sturdy black chains.

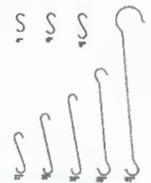
People who buy [17" OLD FASHIONED HANGING BASKET & COCO FIBER LINER SET] also buy



HANGING PLANT SWIVEL HOOK
\$3.95



ALGOFLASH ALL PURPOSE FERTILIZER
\$12.95



"S" HOOK
\$2.95



RAIN-MAT FOR HANGING BASKET
\$5.95

REVIEWS

Be the first to write a review

TOWN COUNCIL
AGENDA ITEM INFORMATION SHEET

ITEM: Board of Elections Appointments

ITEM NO: 7

DATE: April 9, 2014

DESCRIPTION: The annual Municipal election shall be conducted by a Board of Elections.

Margaret Bradley
Jane Hovington
Anita Burney

Wendy Ward and Kim Barrett

Alternate:
Pat Semeraro

Per Town Charter:

Charter 3.4 Elections

3.4.4 Date, Time, and Place and Manner of Conducting

(6) Board of Elections. Every election shall be held under the supervision of the Board of Elections. The Board of Elections shall consist of three (3) or five (5) persons (as determined by the Town Council) who shall be qualified voters of the town and who shall not themselves be an elected official or candidate or an immediate family member of an elected official or candidate (mother, father, son, daughter, brother, sister, including half-brothers and half-sisters, stepfamily members, and in-laws). The Board of Elections shall be appointed for each Town Council election by the Town Council at least twenty (20) calendar days before such election.

MEMORANDUM OF UNDERSTANDING (MOU)
Between
Town of Georgetown – Georgetown-Vaughn Tax Ditch Organization
For
Gravity Sewer Installation / Operation / Maintenance Activities

Between

Town of Georgetown
Sussex County, Delaware
(Party A)
and
Georgetown-Vaughn Tax Ditch Organization
(Party B)

This is an agreement between “*Party A*”, hereinafter called Town and “*Party B*”, hereinafter called GVTDO.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to installation, operation and maintenance of the proposed 10” PVC Gravity Sewer Main and associated Concrete Manhole Structures outside but alongside the existing Georgetown Vaughn Tax Ditch (GVTD) Right-Of-Way (R.O.W.).

Both Party A and Party B should ensure that program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Delaware Erosion and Sediment Control Regulations, the 1951 Delaware Drainage Law and Title 7, Chapter 41 of the Delaware Code: Drainage of Lands: Tax Ditches .

In particular, this MOU is intended to:

- *Protect the GVTDO, the physical tax ditch structure and conveyance capacity, the existing R.O.W. and the R.O.W.’s intended use for access and maintenance of the Tax Ditch.*
- *Allow the Town of Georgetown to extend the proposed gravity sewer and complete operation and maintenance activities on the proposed sewer. Specifically, these activities, as proposed, would impact an area approximately 10’ wide and 255’ long of existing tax ditch R.O.W. on a temporary basis, restored to pre-existing condition immediately following said activities at no cost to the GVTDO.*

II. BACKGROUND

A private mixed use development is being constructed, known as College Park, on lands bounding the GVTD west of Route 113 and north of Route 18 within tax parcel 1-35-14.00-35.00. As part of the development, the developer is constructing internal roads, water supply infrastructure and wastewater collection, conveyance and

transmission infrastructure. This infrastructure will be dedicated to the Town of Georgetown upon Town final construction approval acceptance. Georgetown has required this infrastructure to include a gravity sewer collection stub to be installed along the GVTDO R.O.W. for future extension to the west as development demands expansion of the proposed sewer collection service area. As proposed, construction of and future maintenance to this sewer collection infrastructure would impact the GVTDO R.O.W. on a temporary basis through the placement of excavated soil, sewer infrastructure materials and or equipment completing the work. The Town of Georgetown, to approve the construction and dedication of the infrastructure, has required the development of this MOU with the GVTDO to ensure future construction and maintenance on this infrastructure can be completed, and GVTDO R.O.W. impacted on a temporary basis, with the concurrence and written approval of the GVTDO.

The area to be impacted by this MOU is depicted on the attached Exhibit 1, titled Easement Exhibit, dated 01/15/14.

III. [PARTY A] RESPONSIBILITIES UNDER THIS MOU

[Party A] shall undertake the following activities:

- Two full weeks prior to any planned activity that would temporarily impact the GVTDO R.O.W. area, as depicted on Exhibit 1, the Town of Georgetown shall notify the GVTDO in writing, delivered by certified mail. If the planned activities conflict with GVTDO activities in the area, upon notification from the GVTDO, the Town of Georgetown shall reschedule the activities to the satisfaction of the GVTDO.*
- Upon an emergency situation, such as a sewer line break or stoppage, the Town of Georgetown shall notify the GVTDO by certified mail and telephone call of the situation the same day said emergency measures are undertaken.*
- Upon completion of any activity that impacts the GVTDO R.O.W. easement area, as depicted on Exhibit 1, the Town of Georgetown shall take measures to restore the area to pre-existing condition including regrading, replanting and soil stabilization measures.*

IV. [PARTY B] RESPONSIBILITIES UNDER THIS MOU

[Party B] shall undertake the following activities:

The GVTDO shall allow reasonable access and coordination to provide the Town of Georgetown, and/or its authorized contractors, to construct, operate and maintain the proposed gravity sewer line.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Modification to this MOU shall be done in writing with signatures from all entities and office holders whom are signatories to this document.

VI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

VII. RECORD RETENTION

Live copies of this document, upon execution, shall be maintained by the Town of Georgetown, the GVTDO and a copy recorded with the Sussex County Recorder of Deeds.

VIII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Eugene S. Dvornick, Jr.
[Town of Georgetown, Town Manager]

Date

Witness, Signed in the presence of:

Ira B. Brittingham, Jr.
[Georgetown-Vaughn Tax Ditch Organization Chairman]

Date

Witness, Signed in the presence of:

Nelson Warren
[Georgetown-Vaughn Tax Ditch Organization Secretary/Treasurer]

Date

Witness, Signed in the presence of:



N/F
**CARL E. TRUSTEE
 NIBLETT**
 1-35-14.00-30.00
 BOOK 3177 PAGE 336

N/F
**SUSSEX ENTERTAINMENT
 ENTERPRISES, LLC**
 TAX MAP# 1-35-14.00-35.00
 PLAT BOOK: 145 PAGE 81
 ZONED: HC

EXISTING GEORGETOWN-VAUGHN
 TAX DITCH RIGHT-OF-WAY

EXISTING GEORGETOWN-VAUGHN
 TAX DITCH CENTERLINE

PR. 10' WIDE EASEMENT TO
 BENEFIT THE TOWN
 OF GEORGETOWN
 (2,543 S.F.±)

EXISTING GEORGETOWN-VAUGHN
 TAX DITCH RIGHT-OF-WAY

PR. 20' WIDE PERMANENT UTILITY
 EASEMENT TO BENEFIT THE TOWN
 OF GEORGETOWN
 (3,780 S.F.±)

LANDS TO BE
 CONVEYED TO THE
 TOWN OF GEORGETOWN

UNIVERSITY DR.
 80' RIGHT-OF-WAY

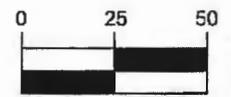
SIRC

SIRC

35'

17'

30'



SCALE: 1" = 50'

LAYER STATE: 8X11-TAX-DITCH-EASEMENT

EASEMENT EXHIBIT
ACROSS THE LANDS OF SUSSEX ENTERTAINMENT ENTERPRISES, LLC
TO BENEFIT THE TOWN OF GEORGETOWN
 TOWN OF GEORGETOWN
 SUSSEX COUNTY, DELAWARE



ARCHITECTURE
 ENGINEERING
Dover, DE
 309 S. Governors Ave.
 Dover, DE 19904
 Ph. 302.734.7950
 Fax 302.734.7965

BMG: 2006142.12
 SCALE: 1" = 50'
 DATE: 01/15/14
 DRAWN BY: J.D.R.



ORDINANCE NO. 2014-1

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN, CHAPTER 98 THEREOF, ENTITLED FEES

WHEREAS, the Town Council recognizes a need to amend various fees from time to time.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET, HEREBY ORDAINS:

Section 1. Chapter 98, Fees, of the Code of the Town of Georgetown is hereby amended as follows:

§ 98-4. Service performed by Town employees.

The following fee schedule is hereby adopted for application for Town services of the Town of Georgetown:

Application Type	Fee
Meter flow test	\$50.00
Meter flow test	
One-inch line	As Billed by Outside Provider \$100.00
Over two-inch line	As Billed by Outside Provider \$200.00
<u>Fire Hydrant Flow Test</u>	<u>\$200.00</u>
Water reconnection fee	
First occurrence	\$100.00
Each occurrence	\$150.00
Water administration reconnection fee	\$20.00
Utility valve shutoff (after hours)	\$50.00 per man-hour (1 hour minimum)
Inspection fee, public works	\$35.00 per man-hour (1 hour minimum)
Reinspection fee, public works	\$50.00 per man-hour
Town services	\$100.00 per man-hour (1 hour minimum)
Return check service	\$30.00
Code enforcement reinspection	\$50.00

Code enforcement reinspection (habitual offender)	\$300.00 per inspection
Police officer service	\$65.00 per man-hour (1 hour minimum)
Police reports	\$25.00 plus postage or SASE
Background checks	\$20.00
Subdivision/site plan inspection fee	7.5% of construction cost for water, sewer, streets and storm drain installations within the public right-of-way or easement (\$150,000 maximum)

§ 98-5. Utility services.

The following fee schedule is hereby adopted for utility services provided by the Town of Georgetown:

Type	Fee
Trash fee (per quarter)	\$40.00 <u>\$68.00</u> per unit
Water availability (per quarter)	\$35.00 per 30,000 gallons' usage
Water usage rate	
In Town	\$3.10 <u>\$3.13</u> per 1,000 gallons' usage
Out of Town	\$4.65 <u>\$4.70</u> per 1,000 gallons' usage
Fire sprinkler line (per quarter)	\$150.00
Sewer availability (per quarter)	\$27.00 per 30,000 gallons' usage
Sewer usage rate	
In Town	\$6.01 <u>\$6.04</u> per 1,000 gallons' usage
Out of Town	\$9.02 <u>\$9.06</u> per 1,000 gallons' usage

§ 98-7. Taxes.

The following fee schedule is hereby adopted for taxes for the Town of Georgetown:

Type	Fee
Property tax	\$3.14 <u>\$3.17</u> per \$100.00 assessed
Pole/Wire tax rate	\$3.66 <u>\$3.69</u> per \$100.00 assessed
Real estate transfer tax rate	1.5%

Section 2. All other fees established in Chapter 98 shall remain unchanged by this ordinance.

Section 3. This ordinance shall become effective upon its adoption by a majority of the members elected to the Town Council.

BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the _____ day of _____, A.D., 2014.

Michael R Wyatt, Mayor

Steve Hartstein
Secretary of the Town Council

1ST Reading: March 26, 2014
2nd Reading: April 9, 2014
Adoption: April 9, 2014