

TOWN OF GEORGETOWN TOWN COUNCIL MEETING AGENDA

Meeting Date: Wednesday, July 22, 2015
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 July 8, 2015 Town Council Meeting Minutes
5. Town Hall Renovations – USDA Funding
6. Planning Commission Appointment
7. Adoption of Resolution #2015-2 Downtown Incentive for Signage
8. Downtown Incentive Grant – Family International Market
9. Duffield Associates - Plan Review Services Proposal (added 7/16/15 as information determined necessary for inclusion)
10. Departmental Reports
A. Gene Dvornick – Town Manager
11. Public Comment
12. 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 Hall Renovations – USDA Funding

Counter Top	\$1,475.00		\$1,475.00
Counter Wall w/caps	\$672.00		\$672.00
Furniture			
3 Lateral Files	\$1,149.45		
Credenza with Hutch	\$868.15		
L-shaped Desk with Hutch	\$965.15		
Lateral File Hutch	\$270.63		
Shipping & handling	\$438.60		\$3,691.98
Biz Chair			
2 Counter Chairs & 1 Desk Chair	\$275.97	Free S & H	\$275.97
Flooring	\$340.00		\$340.00
Floor Moulding & Install Kit	\$47.00		\$47.00
Contingency	\$1,000.00		\$1,000.00
		Total	\$7,501.95

Town Hall Renovations – USDA Funding

- Funding for Renovations:

Budget	\$8,500.00
USDA Grant 55%	- \$4,675.00
Town's Portion 45%	- \$3,825.00
Balance	\$ -0-

Town's portion will be paid out of Annexation Funds



TOWN HALL RENOVATIONS – USDA FUNDING

TOWN COUNCIL
AGENDA ITEM INFORMATION SHEET

ITEM: Planning Commission Appointment

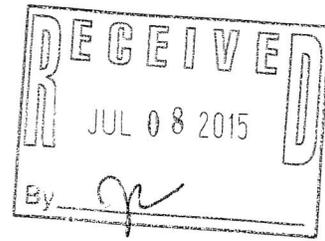
ITEM NO: 6

DATE: July 22, 2015

DESCRIPTION: One seat is currently up for appointment, due to Chet Johnson resigning from the Commission.

One letter of interest was received from Linda J Dennis. Letter is attached.

Linda J Dennis
4 Huckleberry Drive
Georgetown, De 19947



July 8, 2015

To: Mayor and Town Council of Georgetown

RE: Planning Commission

I would like to be considered to serve as a member of the Planning Commission.

I have served as a Councilperson (2012-2014), participated in the Historic District Study Committee (2013-2014), Chairperson of the Transitional Housing Committee (2012), a member of the Charter Review Committee (2011-2012), and served as a Board of Adjustment member (2011-2012).

In addition I have attended and participated in the University of Delaware IPA workshops on Planning 101-Planning Yours Community's Future, and Planning 102 – Land-Use law & Regulation, and recently attended the 2015 National Main Streets Conference.

The experience I have acquired has provided me with an understanding of the vision by the residents and the Council in planning for our rapidly changing community along with preserving Georgetown's history.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda J Dennis".

Linda J Dennis



TOWN OF GEORGETOWN, DELAWARE RESOLUTION 2015-2

Establishing a Façade, Sign and Awning Improvement Grant Program of the Town of Georgetown

WHEREAS, the Town of Georgetown has been working to revitalize the East Market Street Business District, extending from The Circle to Layton Avenue, and

WHEREAS, the Town of Georgetown has formed the Historic District Study Committee, focusing on the permitted uses and potential expansion of the downtown historic district, and

WHEREAS, the Town of Georgetown has been working with Heritage Consulting on the development of Downtown Design Standards, and

WHEREAS, the Town of Georgetown recognizes the economic importance of the East Market Street Business District, and

WHEREAS, the Town of Georgetown wishes to demonstrate financial support for the business along the East Market Street Business District,

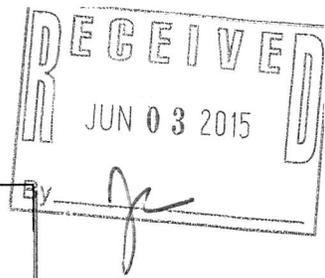
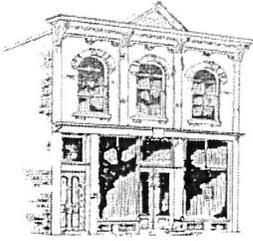
NOW THEREFORE, be it hereby resolved by the Town Council of the Town of Georgetown, Delaware, as follows:

1. Establishment of a Façade, Sign and Awning Improvement Grant Program;
2. Funding for the grant program shall be \$3,000.00, provided from Realty Transfer Tax revenues;
3. A maximum of six (6) grant awards may be made at an amount not to exceed \$500.00;
4. Annually, prior to May 1st of each year, the program shall be reviewed and renewed if appropriate; and
5. The Town Manager is directed to prepare and present the necessary guidelines and application for this grant program.

ADOPTED by the Town Council of the Town of Georgetown, Delaware on the _____ day of _____, A.D., 2015.

William E West, Mayor

Steve Hartstein, Secretary



**FACADE, SIGN OR AWNING
MATCHING GRANT
APPLICATION**

The Town of Georgetown will fund up to \$500.00 of the cost for facade, sign or awning improvements for properties located within the East Market Street Business District (The Circle to Layton Avenue), for a total project cost of \$1,000.00 per building, per year. The maximum matching grant is not to exceed \$500.00 for facade, sign or awning improvements, funding permitting per year. The grant applies to the front facades only. Matching grant will only be awarded to projects that are approved by the Georgetown Town Council prior to the start of work. A written confirmation from the Town Council and a Building Permit must be provided prior to construction or installation. Matching grant funds are released as a reimbursement after approved work is complete and all the required forms are submitted. Please see the attached materials for further details.

Date: 2/20/15	Estimated Total Cost of Project:
Business Name: Family International market	Phone: 302-853-0390
Street Address of Business: 134 E. Market St, Georgetown, DE 19947	
Mailing Address, If Different Than Street Address:	
Contact Person: Pompeyo Vasquez	
Proposed Start Date:	Anticipated Completion Date:

Statement of Understanding

1. The Applicant agrees to comply with the guidelines and procedures of the Town of Georgetown Facade, Sign or Awning Improvement Matching Grant Program and Design Guidelines
2. The Applicant understands that he/she must submit detailed cost documentation, copies of building/sign permits, bids, contracts, and invoices and contractors' final waivers of lien upon completion of the approved improvements and be reimbursed for half of the total approved expense
3. The Applicant agrees to hold harmless the Town of Georgetown for any damage to the building or personal injury that may occur as a result of work funded by this matching grant.
4. Recipients of any facade matching grant funds must agree to observe all applicable federal, state, and local law pertaining to the use of matching grant funds.

Pompeyo Vasquez
Applicant Signature

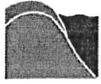
6-3-15
Date

If the Applicant is other than the owner of the building, the following line must be completed:

I certify that I, the owner of the property, do authorize the Applicant to apply for a matching grant under the Facade, Sign or Awning Improvement Matching Grant Program and undertake the approved improvements.

[Signature]
Owner Signature

2/20/15
Date



DUFFIELD
ASSOCIATES
Soil, Water & the Environment

Duffield Associates, Inc.
5400 Limestone Road
Wilmington, DE 19808
Phone: 302.239.6634
Fax: 302.239.8485
duffnet.com

July 15, 2015

Mr. Eugene S. Dvornick, Jr., ICMA-CM
Town Manager
Town of Georgetown
39 The Circle
Georgetown DE 19947

Re: Agreement for Engineering Services

Dear Mr. Dvornick:

INTRODUCTION

In accordance with your request, Duffield Associates, Inc. is pleased to submit this proposal to The Town of Georgetown, hereinafter referred to as Client, for engineering and technical services in support of the Town's planning and zoning ordinances and requirements therein. For purposes of this agreement, these services are referred to as plan review services. This proposal is in response to Client's request.

A. **SCOPE OF WORK**

Duffield Associates, Inc., hereinafter referred to as Duffield, shall perform or provide for plan review services associated with support of the Town's planning and zoning ordinances and requirements therein as specifically detailed below:

1. Meet with Town staff to review Planning and Zoning procedures and standards and develop a methodology, including timelines, for providing plan review services.
2. Review plans and supporting documents for compliance with applicable Town of Georgetown standards, regulations and requirements.
3. Prepare file memos, redlined drawings and/or other mutually agreed upon documents summarizing Duffield's comments and recommendations developed during plan review.
4. Participate in Town Council, Town Planning Commission or other project meetings as requested by Client.
5. Communicate with Town staff on a regular basis.

Other municipal engineering services requested by Client may be added to this agreement by a mutually agreed upon addendum.

Mr. Eugene S. Dvornick, Jr., ICMA-CM
Re: 00.10730.MA
July 15, 2015
Page 2



B. RESPONDIBILITIES OF THE CLIENT

Client will be responsible for the following:

1. Provide two (2) sets of plans and supporting documents for each review.
2. Provide one (1) copy of Town Codes, standards, requirements and procedures for site plan development submission and review.

C. SCHEDULE OF WORK

Duffield will initiate plan review services described herein at Client's request.

D. FEES

The fee for our services, as outlined above, will be computed on a time-spent basis in accordance with the attached current Hourly Rate Schedule for the individuals required to complete these services.

This agreement is solely between the Town of Georgetown and Duffield Associates, Inc., and all invoices are payable by the Town of Georgetown to Duffield Associates, Inc. Other conditions of this proposal are enclosed as General Contract Conditions and are hereby made a part of this proposal. The terms of this proposal are valid for a period of 30 days.

Thank you for the opportunity to be of service. We look forward to working with you on this project. If this proposal meets with your approval, please sign and return a copy to our office. If you have any questions concerning this proposal or require further information, please do not hesitate to contact us.

Sincerely,

DUFFIELD ASSOCIATES, INC.

Scott C. Hoffman, P.E.
10730.MA-GEORGETOWN.Pro
Enclosures: General Contract Conditions
Hourly Rate Schedule

Steven H. Lewandowski, P.E.

ACCEPTED BY: _____
(Signature)

FOR: _____
(Please Prints Name & Title)

DATE: _____