

## **TOWN OF GEORGETOWN TOWN COUNCIL MEETING AGENDA**

Meeting Date: Wednesday, July 8, 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 June 24, 2015 Town Council Minutes
5. Duffield Associates – Engineering Services Overview
6. Route 113 Associates, LLC – Bond Reduction
7. Code Enforcement Update
8. Departmental Reports
  - A. Gene Dvornick – Town Manager
  - B. Eric Rust – Sup of Wastewater Reclamation Facility
9. 2<sup>nd</sup> Reading & Adoption of Ordinances
  - A. Ordinance #2015-10 UB3 Accessory Buildings
  - B. Ordinance #2015-12 Removal of Conceptual Plan
10. Public Comment
11. Executive Session

*Town Council will meet in Executive Session for discussion of:*

  - A. *Possible Land Acquisition*
  - B. *Pending Litigation*
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).

## ROUTE 113 ASSOCIATES, LLC

300 Water Street, Suite 300

Wilmington, DE 19801

(302) 472-7200

June 23, 2015

**VIA REGULAR MAIL AND EMAIL**

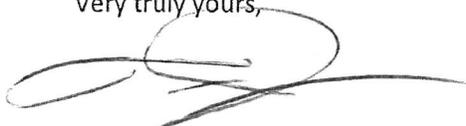
Jeff Ward  
Construction Coordinator  
Town of Georgetown  
39 The Circle  
Georgetown, DE 19947

Re Route 113 Associates, LLC "Owner"  
Reduction of Performance Bond to  
10% Maintenance Bond

Dear Jeff:

Route 113 Associates, LLC (the "Owner") respectfully requests that the Town of Georgetown accept dedication of the sewer main that was installed last summer along the edge of the above referenced property. Furthermore, the Owner requests that the Performance Bond that was posted be released and that a Maintenance Bond in the amount of 10% be submitted to the Town Manager for Town Council to approve. We understand that the Maintenance Bond will be for a period of one (1) year. I have included full unconditional releases of liens from the contractor that did work on the sewer, and a full unconditional release from the contractor that performed the work related to the roadwork and the sidewalks. Once approved, we will monitor the one (1) year period of the Maintenance Bond and will notify you of its expiration in order to prepare any punch list that may be required. Please let me know what else you may need in order to get the sewer main dedicated and to post the 10% Maintenance Bond.

Very truly yours,



Timothy L. Jones

Encls.

Cc: Eugene Bayard, Esq.

*The Mayor and Council of Georgetown*



*Department of Public Works  
39 the Circle  
Georgetown, DE 19947  
Telephone (302) 856-6045  
Fax (302) 855-5706  
www.georgetowndel.com*

June 30, 2015

Town of Georgetown  
39 The Circle  
Georgetown, Delaware 19947

Attn: Eugene Dvornick  
Town Manager

**RE: Reduction of Bond**  
Route 113 Associates, LLC

Dear Mr. Dvornick:

I have received a request from Timothy L. Jones, Route 113 Associates, LLC., for the release of the Performance Bond and to implement a Maintenance Bond in the amount of 10% of the Performance Bond:

Total Bond -	\$279,814.50
Remaining 10% -	\$27,981.45

The Maintenance Bond will be for one (1) year. The Developer's contractor has completed and tested, to the Town of Georgetown Design and Construction Standards for Water, Sewer and Streets, all infrastructures that the Town of Georgetown shall have maintenance responsibility and has provided unconditional release of liens from all contractors. This is the infrastructure that was completed for the Wyndham Microtel project.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Ward". The signature is stylized and somewhat cursive.

Jeff Ward  
Construction Coordinator



**ORDINANCE NO. 2015-10**

**AN ORDINANCE TO AMEND THE CODE TO THE  
TOWN OF GEORGETOWN, CHAPTER 230, ZONING**

THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET AND  
HEREBY ORDAINS:

**Section 1.** Chapter §230, Zoning, of the Code of the Town of Georgetown is hereby  
amended as follows:

§ 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.**

**Section 2.** This Ordinance shall become effective following its adoption by a  
majority vote of all 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., 2015.

\_\_\_\_\_  
William E West, Mayor

\_\_\_\_\_  
Steve M Hartstein, Secretary

1<sup>ST</sup> Reading: June 24, 2015

2<sup>nd</sup> Reading: July 8, 2015

Adoption: July 8, 2015



39           (3) ~~(1)~~ The applicant ~~for site plan approval~~ shall attend a meeting with the Department of  
40           Planning and Zoning prior to submitting ~~a preliminary concept~~ plan to the Planning  
41           Commission. Consistent with the purpose of site plan review as set forth in § 230-207,  
42           the purpose of the meeting shall be to provide the Town with an opportunity to address  
43           issues or concerns with the proposed ~~concept~~ plan at the predevelopment stage;  
44           identify any impact studies that may be required, and provide direction and feedback  
45           to the applicant on the plan or the scope of such studies.

46  
47           (2) While the predevelopment review is an informal proceeding, the following types of  
48           submissions are helpful to the Department of Planning in evaluating a proposed  
49           project:

50           a. Sketches, photographs or other visual depictions of the project, including  
51           general visual themes. Please note that formal architect or engineering  
52           blueprints or documents are not required or encouraged at this stage.

53           b. Information on access from and impact on nearby roadways, and information  
54           on anticipated parking needs.

55           c. Information on when construction may be anticipated to begin, and how long it  
56           may take.

57           d. Information on or depictions of similar projects the applicant may have  
58           completed in other jurisdictions.

59           (4) ~~The Planning Commission shall hold one meeting on the concept plan to receive an~~  
60           ~~informational briefing on the plan and the anticipated issues and impacts related~~  
61           ~~thereto. The Planning Commission shall take no action to approve or disapprove a~~  
62           ~~concept plan. Should the Planning Commission determine that the development project~~  
63           ~~represented by the concept plan may have substantial impact on the physical, economic~~  
64           ~~or social environment, the Planning Commission may hold more than one meeting on~~  
65           ~~the concept plan.~~

66  
67           (5) For all Category 1 site plans submitted for review, the Director of Planning and Zoning  
68           shall:

69  
70           (a) ~~Submit written notice to the applicant by first class mail, such to be postmarked at~~  
71           ~~least seven days before the day of the meeting to discuss the concept site plan.~~

72  
73           (b) ~~Shall submit written notice to all owners of property adjoining and immediately~~  
74           ~~across the street from the subject property. Such written notice shall state the date,~~  
75           ~~time, place and subject matter of the meeting to discuss the concept site plan and~~  
76           ~~the name of the applicant. Such notice shall be sent by first class mail and~~  
77           ~~postmarked not less than seven days before the day of the meeting.~~

78  
79           (c) ~~The Planning Commission may provide for expanded public notification of its~~  
80           ~~deliberations of site plans at its discretion.~~

82 ~~(6) If applicable, each applicant shall address the Planning Commission's comments during~~  
83 ~~conceptual review and resubmit to the TOG for PLUS review to the State.~~

84  
85 ~~(7) Prior to acceptance of a preliminary site plan for review, the applicant shall provide the~~  
86 ~~Department of Planning with the formal comments from the Delaware Office of State~~  
87 ~~Planning Coordination Preliminary Land Use Service (PLUS), if applicable.~~  
88

89 B. Preliminary stage. **The preliminary stage is the first step in the formal submission of a**  
90 **Category I site plan to the Town.** The purpose of the preliminary stage is to provide the  
91 Planning Commission with the information necessary for it to take action to approve or  
92 disapprove a site plan. The Planning Commission shall review and take action to approve or  
93 deny all Category 1 site plans.

94  
95 (1) Preliminary site plans meeting the submittal requirements of § 230-211 shall be  
96 submitted to the Director of Planning and Zoning who shall review the plans for  
97 compliance with these regulations and the requirements for preliminary site plans and  
98 shall transmit said plans to the Planning Commission with his or her comments for  
99 review.

100  
101 (2) The Planning Commission shall examine the proposed development with respect to the  
102 traffic and circulation patterns and safety (internal and external), utilities, drainage,  
103 community facilities (existing or proposed), surrounding development (existing or  
104 future), the preservation of trees and historic sites, protection of natural environmental  
105 features and processes, provision for open space, streetlighting, recreational needs,  
106 safety of residents and neighbors, landscaping, architecture, compatibility with Town of  
107 Georgetown building site and design standards and, in general, with the objective of  
108 ensuring a durable, harmonious and appropriate use of the land.

109  
110 (3) The Planning Commission shall take action to approve, approve with conditions,  
111 disapprove or table pending further investigation and/or receipt of certain additional  
112 information, but shall take no action until the following has occurred:

113  
114 (a) The Department of Planning and Zoning has reviewed the site plan and determined  
115 that it is complete and submitted its findings in writing to the Planning  
116 Commission.

117  
118 (b) The applicant has submitted any impact studies that may be required by § 230-213.2  
119 5 and has obtained Town approval of such required studies.

120  
121 (c) Comments on the site plan from appropriate agencies and individuals have been  
122 requested and sufficient time has been provided for such agencies and individuals to  
123 provide comments.

124  
125 (d) The applicant has paid all appropriate preliminary site plan review and application  
126 fees to the Town per Chapter 98 of the Code of the Town of Georgetown.  
127

128 (4) ~~No public hearing shall be required but may be called at the option of the Planning~~  
129 ~~Commission.~~ For all Category 1 site plans submitted for review, the Director of  
130 Planning and Zoning shall:

131  
132 (a) Submit written notice to the applicant ~~by first class mail, such to be postmarked~~ at  
133 least seven days before the day of the meeting to discuss the preliminary ~~concept~~  
134 site plan.

135  
136 (b) Shall submit written notice to all owners **within 300** feet of property adjoining and  
137 ~~immediately across the street~~ from the subject property. Such written notice shall  
138 state the date, time, place and subject matter of the meeting to discuss the  
139 **preliminary** ~~concept~~ site plan and the name of the applicant. Such notice shall be  
140 sent by first class mail and postmarked not less than seven days before the day of  
141 the meeting.

142  
143 (c) The Planning Commission may provide for expanded public notification of its  
144 deliberations of site plans at its discretion.

145 C. Final stage: The purpose of the final stage is to ensure that all submittal requirements of  
146 final site plans as set forth in § 230-209~~12~~ and in the Town of Georgetown Design and  
147 Construction Standards are specifically and accurately addressed, to ensure that all  
148 conditions of the Planning Commission's approval are specifically and accurately met and to  
149 finalize any and all necessary formal agreements related to the project which may include  
150 public works agreements, and easement agreements, among others.

151  
152 (1) Final site plan approval shall be granted prior to the commencement of any development  
153 activity.

154  
155 (2) Final site plans shall be submitted to the Director of Planning and Zoning who shall  
156 review the plans for compliance with these regulations and the conditions, if any, of  
157 **imposed by the** Planning Commission approval. If specified conditions or stipulations  
158 are met in revised plans, the Director of Planning and Zoning shall approve issuance of  
159 building permits in accord with the revision without returning the plans for further  
160 Planning Commission review.

161  
162 (3) When all review and approvals have been completed and documentation of such  
163 approvals provided to the Director of Planning and Zoning, he/she shall sign the site  
164 plan to indicate completion of review and approval by the Town and to certify that  
165 conditions, if any, of site plan approval have been met. The applicant shall submit all  
166 local, county, state and/or federal approvals as may be required. No permit shall be  
167 issued until this approval has been given.

168  
169 (4) When a public works agreement is required, the Director of Planning and Zoning may  
170 not certify final approval of a site plan until that public works agreement **and any**  
171 **required bonds** ~~have~~ been executed by the applicant and the Town.

172

- 173 D. The Director of Planning and Zoning shall assure that the project is completed in  
174 conformity with the approved site plan before issuing an occupancy permit.  
175  
176 E. Before the Town issues an occupancy permit, either all the work must be completed or, in  
177 the Town's discretion, all remaining work must be bonded.

178 ~~§ 230 210. Contents of concept plan submittals.~~

179 ~~The concept site plan package shall meet the requirements as to content and organization as may be~~  
180 ~~established by the Director of Planning and Zoning and at minimum shall include the following:~~  
181

182 ~~A. Project concept plan: a scaled drawing showing the proposed development on a survey of~~  
183 ~~the project boundaries. It shall show the project layout, proposed and existing land uses,~~  
184 ~~open spaces, circulation routes and points of access to the adjacent street network, and~~  
185 ~~main design features. If phasing is proposed, a master plan for entire project shall be~~  
186 ~~shown. Drawings shall be 24 inches by 36 inches. Scale shall be no less detailed than one~~  
187 ~~inch equals 100 feet and shall show adjacent streets and adjacent property owners. A~~  
188 ~~vicinity map at a scale no less detailed than one inch equals 1,000 feet shall be included~~  
189 ~~which shows the location with respect to neighborhood streets. Typical architectural~~  
190 ~~elevations shall be to be included.~~  
191

192 ~~B. Project area schematic: a scaled drawing or GIS aerial photograph showing the main~~  
193 ~~features of the project in relationship within the neighborhood. Included in the drawing~~  
194 ~~shall be existing property and streets within at least 1,000 feet of the project water and~~  
195 ~~sanitary sewer within 400 feet of the project and location of proposed stormwater~~  
196 ~~discharge. Scale shall be no less detailed than one inch equals 400 feet for large projects~~  
197 ~~and one inch equals 200 feet for small projects. Drawings shall be no larger than 24 inches~~  
198 ~~by 36 inches.~~  
199

200 ~~C. Site investigation report. The intent of the site investigation report is to provide readily~~  
201 ~~available information in a brief narrative format to assist the applicant and the Town in~~  
202 ~~their initial evaluation of the proposed development. A report providing information and~~  
203 ~~data on the physical and environmental characteristics of the site, the proposed number of~~  
204 ~~lots, uses and utility demands, anticipated impacts of the proposed development on~~  
205 ~~neighboring properties, area infrastructure and services, recreational resources and other~~  
206 ~~public facilities, compliance with Georgetown Comprehensive Plan and the proposed~~  
207 ~~architectural and design character. The site investigation report shall follow the format~~  
208 ~~established by the Director of Planning and Zoning, as may be amended from time to time,~~  
209 ~~and shall address the following:~~  
210

211 ~~(1) Site data summary chart: Tax Map and parcel number, Planning Commission case~~  
212 ~~numbers and prior approvals, Board of Adjustments case number and prior approvals,~~  
213 ~~zoning classification, proposed zoning, allowable density, proposed density, total site~~  
214 ~~area, flood zone, wetlands (state and federal), number of proposed lots, number of~~  
215 ~~proposed units and types, availability of utilities, zoning setback requirements, zoning~~  
216 ~~lot size requirements, maximum building height allowed by zoning, open space~~

- 217 required by zoning, and proposed open space, use of open space, parking required by  
218 zoning and proposed parking. Provide breakdown for each phase or land use as  
219 appropriate.  
220
- 221 (2) ~~Land use overview: provide narrative of existing site conditions and provide legible~~  
222 ~~copy of Sussex County soil map with outline of property sketched on it. Describe~~  
223 ~~existing context and highlight any issues regarding marginal siting conditions,~~  
224 ~~including topography, hydric soils, existing drainage patterns, standing water, culverts,~~  
225 ~~ditches, wetlands or sensitive areas.~~  
226
- 227 (3) ~~Georgetown Land Use Plan and Design Standards compliance: provide narrative of~~  
228 ~~designated land use and how project will be consistent with the Land Use Plan and~~  
229 ~~building and design standards as appropriate.~~  
230
- 231 (4) ~~Traffic access overview: provide narrative of existing roads, lanes, width, material,~~  
232 ~~condition, curb, sidewalk and off site improvements needed to accommodate the~~  
233 ~~project. If project is known to require a DelDOT traffic study, provide summary~~  
234 ~~information and study schedule.~~  
235
- 236 (5) ~~Utility demands and services overview: provide narrative of sanitary sewer, public~~  
237 ~~water, gas, electric, cable and describe any off-site improvements needed. If privately~~  
238 ~~owned and maintained facilities or open spaces are proposed, provide sample covenants~~  
239 ~~clause and describe management structure.~~  
240
- 241 (6) ~~Stormwater management overview: provide narrative of types of conveyance and~~  
242 ~~management and a summary of any offsite improvements needed.~~  
243
- 244 (7) ~~Construction phasing overview: provide narrative of time of construction and estimate~~  
245 ~~the number of anticipated building permits per year.~~  
246
- 247 (8) ~~Economic impact: provide narrative of anticipated construction cost of infrastructure~~  
248 ~~and buildings, fees and dedications. Discuss estimated building permit fees, transfer~~  
249 ~~fees, impact fees, tax revenues, employment opportunities and tax assessments.~~  
250
- 251 (9) ~~Architectural theme: provide illustrations and/or narrative of overall design concepts.~~  
252
- 253 (10) ~~Provide narrative of recreational needs and opportunities.~~  
254
- 255 (11) ~~Attach ability to serve letters: provide letters from utility providers other than Town of~~  
256 ~~Georgetown (power, gas, communications, emergency, fire and ambulance).~~  
257
- 258 (12) ~~Provide copy of letter of notification to local school board for residential~~  
259 ~~developments.~~  
260  
261

262 § 230-211. Contents of preliminary site plan.

263 The applicant is responsible for preparing the preliminary site plan. The preliminary site plan shall  
264 be submitted as a multiple sheet document with drawings on sheets no larger than 24 inches by 36  
265 inches and at scales no less detailed than 1 inch equal to **40** feet. Submittals shall meet specific  
266 technical requirements set forth in the Town of Georgetown Design and Construction Standards.  
267

268 A. The order of plan sheets of the preliminary site plan shall be as follows below. The Director  
269 of Planning and Zoning may waive certain sheets that are clearly not applicable to the  
270 project under review and may authorize minor variations in the order as the case may  
271 warrant.  
272

273 (1) Title sheet.

274  
275 (2) Record plat(s) (see requirements for subdivision record plats).  
276

277 (3) G-1 general sheet (general notes, site data notes, etc.).  
278

279 (4) Key plan and overview plan (for large projects with multiple sheets).  
280

281 (5) Site and grading plans horizontal (conforming to requirements for construction  
282 improvement plans).  
283

284 (6) Utility plans horizontal conforming to requirements for construction improvements  
285 plans. (For scale of one inch equals 20 feet grading and utilities may be combined on  
286 same drawing. For scale of one inch equals 30 feet or one inch equals 40 feet, provide  
287 separate drawings for grading and utilities where needed for clarity).  
288

289 (7) Sediment and stormwater management plans to include horizontal location, contours,  
290 inflow pipes, outfall, amenities, paths, buffers and forestation areas, if applicable.  
291

292 (8) Preliminary street and stormdrain profiles, cross section for streets and curbing.  
293

294 (9) Site details to include, where applicable, curb, sidewalk, handicap ramp, fence,  
295 lamppost, light fixture, signs, catch basins, bike paths, crosswalks, medians and any  
296 special structures such as retaining walls or concrete pavers.  
297

298 (10) Utility profiles, sewer and force main (may be left blank for preliminary plan  
299 submittal).  
300

301 (11) Pump station details, if applicable (may be left blank for preliminary plan submittal).  
302

303 (12) Sewer and water details using Town of Georgetown standards where applicable and  
304 available (may be left blank for preliminary plan submittal).  
305

306 (13) Landscape and lighting plan with signage locations and details.

- 307 (14) Architectural elevations (all sides); 24 inches by 36 inches by registered architect.  
308  
309 (15) Electrical/mechanical where applicable (may be left blank for preliminary plan  
310 submittal).  
311  
312 (16) Copy of itemized letter to Office of State Planning addressing all the PLUS comments,  
313 if applicable.  
314  
315 (17) Copy of PLUS comments from the Office of State Planning, if applicable.  
316  
317 B. The preliminary site plan shall show the North ~~point~~arrow, scale, date and the following:  
318  
319 (1) The seal and signature of a registered Delaware land surveyor and/or the seal and  
320 signature of licensed engineer and/or the seal and signature of a registered architect as  
321 appropriate.  
322  
323 (2) Revision block on each sheet to accurately disclose any drawing revisions made after  
324 the first submittal for preliminary plan review.  
325  
326 (3) A key and overview plan for multistage projects.  
327  
328 (4) Geographical location, showing existing zoning district boundaries.  
329  
330 (5) Existing and proposed changes in zoning classification on the site and adjacent sites.  
331  
332 (6) Topographic contours at a minimum of one-half-foot intervals unless waived by the  
333 Director of Planning and Zoning as clearly unnecessary to review the project or  
334 proposal.  
335  
336 (7) The location and nature of all proposed construction, excavation or grading, including  
337 but not limited to building, streets and utilities.  
338  
339 (8) A grading plan (horizontal) conforming to requirements of a construction improvement  
340 plan set forth in the Town of Georgetown Design and Construction Standards. Proposed  
341 grading, if required, shall be indicated by one-foot contours and supplemental spot  
342 elevations.  
343  
344 (9) A utility plan (horizontal) conforming to requirements of a construction improvement  
345 plan set forth in the Town of Georgetown Design and Construction Standards. It shall  
346 show all existing and proposed water and sanitary sewer facilities, indicating all pipe  
347 sizes, types and grades, and the location of all connections to the utility system.  
348  
349 (10) Where deemed appropriate and necessary by the Town Engineer, provisions for the  
350 adequate disposition of natural and storm water, indicating the location, size, type and  
351 grade of ditches, catch basins and pipes and connections to existing drainage system,  
352 and on-site water retention.

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- (11) Where deemed appropriate and necessary by the Town Engineer, provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction.
- (12) A landscape and lighting plan, including location and details of signage.
- (13) A parking plan, showing all off-street parking, related driveways, loading spaces and walkways, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required by this chapter.
- (14) Architectural elevations in color, including at least one presentation board of no smaller than 24 inches by 36 inches.
- (15) Preliminary street profiles and cross sections for streets and curbing. All existing and proposed streets and easements, including widths.
- (16) Approximate location of point of ingress and egress to existing public highways; if ingress or egress is onto a state-maintained roadway, an accompanying letter from the Department of Transportation indicating preliminary approval shall be required.
- (17) All existing easements of any kind. If easements are to be granted, a separate easement plat.
- (18) The number of construction phases proposed, if any, with the site plan showing the approximate boundaries of each phase, and the proposed completion date of each phase.
- (19) A tabulation of total number of acres in the project, gross or net, as required in the district regulations, and the percentage thereof proposed to be devoted to the several dwelling types, commercial uses, other nonresidential uses, off-street parking, streets, parks, schools and other reservations.
- (20) Number of dwelling units to be included by type of housing: apartments of three stories and under; apartments over three stories; single-family dwellings; townhouses; and two-family dwellings. The overall project density in dwelling units per acre, gross or net, as required by district regulations.
- (21) Proposed buildings and structures with dimensions, setbacks and heights designated including floor areas of all nonresidential buildings and the proposed use of each.
- (22) Approximate location and size of nonresidential areas, if any (parking areas, loading areas or other).

- 399 (23) Approximate location and size of recreational areas and other open spaces.  
400  
401 (24) Existing vegetation, proposed removal of vegetation and proposed replacement of  
402 vegetation.  
403  
404 (25) Location, type, size and height of fencing, retaining walls and screen planting.  
405  
406 (26) Location, orientation, design and size of signs, if any.  
407  
408 (27) The Planning Commission may establish additional requirements for preliminary site  
409 plans, and may waive a particular requirement if, in its opinion, the inclusion of that  
410 requirement is not essential to a proper decision on the project.  
411

412 **C. Supplemental Site Plan Narrative: The intent of this supplemental information is to**  
413 **provide additional information in a brief summary format to assist the Town in their**  
414 **evaluation of the proposed development.**

415 **(1) Site Data Summary Chart, including but not limited to: Tax Map and parcel**  
416 **number, Planning Commission case numbers and prior approvals, Board of**  
417 **Adjustments case number and prior approvals, zoning classification, proposed zoning,**  
418 **allowable density, proposed density, total site area, flood zone, Source Water**  
419 **Protection Areas, wetlands (state and federal), number of proposed lots, number of**  
420 **proposed units and types, availability of utilities, zoning setback requirements, zoning**  
421 **lot size requirements, maximum building height allowed by zoning, open space**  
422 **required by zoning, and proposed open space, use of open space, parking required by**  
423 **zoning and proposed parking. Provide breakdown for each phase or land use as**  
424 **appropriate.**

425 **(2) Economic impact statement: provide narrative of anticipated construction cost of**  
426 **infrastructure and buildings, fees and dedications. Discuss estimated building permit**  
427 **fees, transfer fees, impact fees, tax revenues, employment opportunities and tax**  
428 **assessments.**

429 **(3) Ability to serve: provide letters from utility providers other than Town of**  
430 **Georgetown (power, gas, communications, emergency, fire and ambulance),**  
431 **evidencing the ability of the applicant to obtain such services for the proposed project**  
432 **For residential developments, provide copy of letter of notification to local school**  
433 **board.**

434 **(4) Georgetown Comprehensive Land Use Plan and Design Standards compliance**  
435 **statement: provide narrative of designated land use and how project will be consistent**  
436 **with the Land Use Plan and building and design standards as appropriate.**

437 **(5) Traffic access overview statement: provide narrative of existing roads, lanes, width,**  
438 **material, condition, curb, sidewalk and off-site improvements needed to accommodate**  
439 **the project. If project is known to require a DelDOT traffic study, provide summary**  
440 **information and study schedule.**

441           **Section 2.**     This Ordinance shall become effective following its adoption by a majority  
442 vote of all members elected to the Town Council.

443

444           **BE IT ENACTED** by the Town Council of the Town of Georgetown, Delaware on the  
445 \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2015.

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447

448

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\_\_\_\_\_  
William E West, Mayor

451

452

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\_\_\_\_\_  
Steve M Hartstein, Secretary

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458           1<sup>st</sup> Reading: June 24, 2015

459           2<sup>nd</sup> Reading: July 8, 2015

460           Adoption: July 8, 2015

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