Posted: June 17, 2015 @ 8:33 am

TOWN OF GEORGETOWN
TOWN COUNCIL MEETING AGENDA

Meeting Date: Wednesday, June 24, 2015
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 6:45 P.M. Public Hearing
7:00 P.M. Regular Meeting

6:45 P.M. Public Hearing – Ordinance #2015-10 UB3 Accessory Buildings
Ordinance #2015-12 Removal of Conceptual Plan

7:00 P.M. Regular Meeting

1. Pledge of Allegiance

2. Invocation

3. Adoption of Agenda

4. Approval of June 10, 2015 Town Council Minutes

5. Request Permission for Placement of a Food Truck at 111 North Race Street

6. 1st Reading of Ordinances
   A. Ordinance #2015-10 UB3 Accessory Buildings
   B. Ordinance #2015-12 Removal of Conceptual Plan

7. Public Comment

8. 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).

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~~ **E**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

1ST Reading:
2nd Reading:
Adoption:

DRAFT

ORDINANCE NO. 2015-12

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

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

Article XXVI. Administration

§ 230-209. Category 1 site plan processing procedures.
~~§ 230-210. Contents of concept plan submittals.~~ **Reserved**
§ 230-211. Contents of preliminary site plan.

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

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

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

~~(1) No application for Category 1 site plan approval shall be accepted by the Town until:~~

~~(a) A concept site plan package as provided for in § **230-210** is submitted for review by the Director of Planning and Zoning.~~

~~(b) Any required concept plan review fees have been paid.~~

~~(c) The steps for concept site plan review as established by the Director of Planning and Zoning are completed.~~

~~(2) The Department of Planning and Zoning shall review the concept site plan package for completeness and shall refer it to the appropriate individuals or agencies for review, comment and/or approval prior to submitting it to the Planning Commission.~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Final stage: The purpose of the final stage is to ensure that all submittal requirements of final site plans as set forth in § 230-2~~09~~**12** and in the Town of Georgetown Design and Construction Standards are specifically and accurately addressed, to ensure that all conditions of the Planning Commission's approval are specifically and accurately met and to finalize any and all necessary formal agreements related to the project which may include public works agreements, and easement agreements, among others.

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

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

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

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

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D. The Director of Planning and Zoning shall assure that the project is completed in conform**ity**~~ance~~ with the approved site plan before issuing an occupancy permit.

E. Before the Town issues an occupancy permit, either all the work must be completed or, in the Town's discretion, all remaining work must be bonded.

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

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

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

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

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

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

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~~required by zoning, and proposed open space, use of open space, parking required by zoning and proposed parking. Provide breakdown for each phase or land use as appropriate.~~

~~(2) Land use overview: provide narrative of existing site conditions and provide legible copy of Sussex County soil map with outline of property sketched on it. Describe existing context and highlight any issues regarding marginal siting conditions, including topography, hydric soils, existing drainage patterns, standing water, culverts, ditches, wetlands or sensitive areas.~~

~~(3) Georgetown Land Use Plan and Design Standards compliance: provide narrative of designated land use and how project will be consistent with the Land Use Plan and building and design standards as appropriate.~~

~~(4) Traffic access overview: provide narrative of existing roads, lanes, width, material, condition, curb, sidewalk and off-site improvements needed to accommodate the project. If project is known to require a DelDOT traffic study, provide summary information and study schedule.~~

~~(5) Utility demands and services overview: provide narrative of sanitary sewer, public water, gas, electric, cable and describe any off-site improvements needed. If privately owned and maintained facilities or open spaces are proposed, provide sample covenants clause and describe management structure.~~

~~(6) Stormwater management overview: provide narrative of types of conveyance and management and a summary of any offsite improvements needed.~~

~~(7) Construction phasing overview: provide narrative of time of construction and estimate the number of anticipated building permits per year.~~

~~(8) Economic impact: provide narrative of anticipated construction cost of infrastructure and buildings, fees and dedications. Discuss estimated building permit fees, transfer fees, impact fees, tax revenues, employment opportunities and tax assessments.~~

~~(9) Architectural theme: provide illustrations and/or narrative of overall design concepts.~~

~~(10)Provide narrative of recreational needs and opportunities.~~

~~(11)Attach ability to serve letters: provide letters from utility providers other than Town of Georgetown (power, gas, communications, emergency, fire and ambulance).~~

~~(12) Provide copy of letter of notification to local school board for residential developments.~~

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§ 230-211. Contents of preliminary site plan.

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

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

(1) Title sheet.

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

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

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

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

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

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

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

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

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

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

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

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

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(14) Architectural elevations (all sides); 24 inches by 36 inches by registered architect.

(15) Electrical/mechanical where applicable (may be left blank for preliminary plan submittal).

(16) Copy of itemized letter to Office of State Planning addressing all the PLUS comments, if applicable.

(17) Copy of PLUS comments from the Office of State Planning, if applicable.

B. The preliminary site plan shall show the North ~~point~~ **arrow**, scale, date and the following:

(1) The seal and signature of a registered Delaware land surveyor and/or the seal and signature of licensed engineer and/or the seal and signature of a registered architect as appropriate.

(2) Revision block on each sheet to accurately disclose any drawing revisions made after the first submittal for preliminary plan review.

(3) A key and overview plan for multistage projects.

(4) Geographical location, showing existing zoning district boundaries.

(5) Existing and proposed changes in zoning classification on the site and adjacent sites.

(6) Topographic contours at a minimum of one-half-foot intervals unless waived by the Director of Planning and Zoning as clearly unnecessary to review the project or proposal.

(7) The location and nature of all proposed construction, excavation or grading, including but not limited to building, streets and utilities.

(8) A grading plan (horizontal) conforming to requirements of a construction improvement plan set forth in the Town of Georgetown Design and Construction Standards. Proposed grading, if required, shall be indicated by one-foot contours and supplemental spot elevations.

(9) A utility plan (horizontal) conforming to requirements of a construction improvement plan set forth in the Town of Georgetown Design and Construction Standards. It shall show all existing and proposed water and sanitary sewer facilities, indicating all pipe sizes, types and grades, and the location of all connections to the utility system.

(10) Where deemed appropriate and necessary by the Town Engineer, provisions for the adequate disposition of natural and storm water, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system, 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).

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(23) Approximate location and size of recreational areas and other open spaces.

(24) Existing vegetation, proposed removal of vegetation and proposed replacement of vegetation.

(25) Location, type, size and height of fencing, retaining walls and screen planting.

(26) Location, orientation, design and size of signs, if any.

(27) The Planning Commission may establish additional requirements for preliminary site plans, and may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper decision on the project.

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

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

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

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

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

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

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BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the _____day of_____ A.D., 2015.

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William E West, Mayor

_____
Steve M Hartstein, Secretary

1st Reading:
2nd Reading:
Adoption:

DRAFT

RECEIVED
JUN 09 2015
By

Elvia Miguel

1, Surrey Lane

Georgetown, DE 19947

Tel: 302 396 1222

Mayor and Town Council

Town of Georgetown

13 The Circle,

Georgetown, DE 19947

Ref: 111 North Race Street, Unit 1A

May 26, 2015

I am writing to request permission to provide a 'food truck' outside 111 North Race Street, Georgetown.

For your information, I am entering into a lease for unit A, (First Floor, to the left side as you face the building) with an intent of providing a Juice & Smoothie retail business in the near future, and I would like to augment this business with a food truck outside the building.

Details of the food truck are provided as follows:

- The prospective food truck will be selling Taco, Papusas and a variety of Hispanic food.
- The hours of operation of the truck will be from 6 am through 9 pm.
- The food truck will be a standard Ford Truck standard design (a picture is provided, attached)
- The truck will be approved by DE Health Department for operation, prior to opening
- A separate Trash receptacle will be provided for this operation, and I will make sure our space is cleaned daily
- I have provided a rendering of the truck in place next to the building for your reference

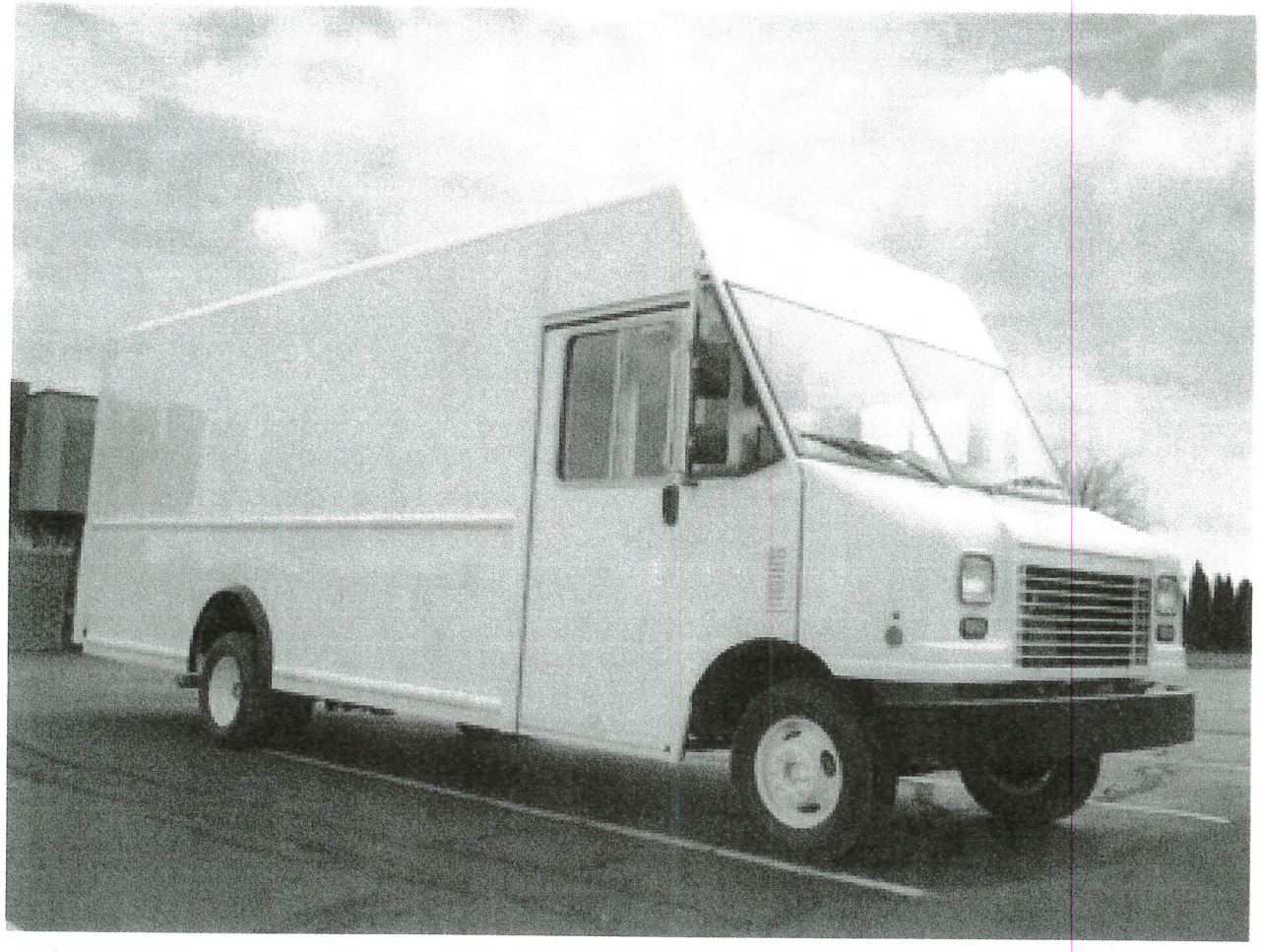
I believe that a food truck in this location would be an asset to Georgetown and the local community, without adversely affecting any other business in the region. I would bring additional traffic and opportunity for North Race Street. In addition, the building (111 North Race Street) has significant over supply of parking space, and would therefore allow clients to drive to the truck and park without disruption on North Race Street.

I look forward to the Town's response on this matter.

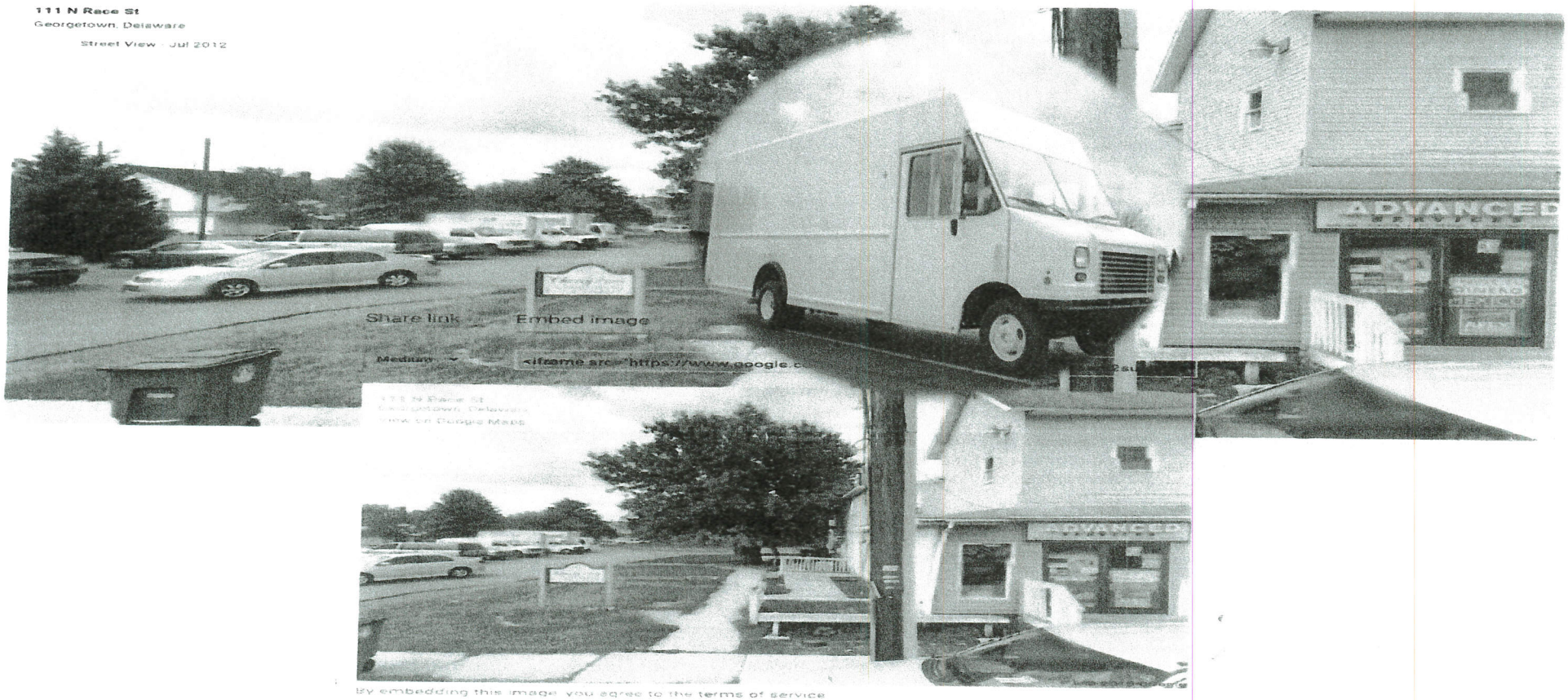
Regards,

Elvia Miguel

Elvia Miguel



111 N Race St
Georgetown, Delaware
Street View - Jul 2012



By embedding this image you agree to the terms of service

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

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

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

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

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

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

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

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

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

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

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

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

C. Final stage: The purpose of the final stage is to ensure that all submittal requirements of final site plans as set forth in § 230-2~~09~~**12** and in the Town of Georgetown Design and Construction Standards are specifically and accurately addressed, to ensure that all conditions of the Planning Commission's approval are specifically and accurately met and to finalize any and all necessary formal agreements related to the project which may include public works agreements, and easement agreements, among others.

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

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

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

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

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D. The Director of Planning and Zoning shall assure that the project is completed in conform**ity**~~ance~~ with the approved site plan before issuing an occupancy permit.

E. Before the Town issues an occupancy permit, either all the work must be completed or, in the Town's discretion, all remaining work must be bonded.

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

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

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

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

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

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

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~~required by zoning, and proposed open space, use of open space, parking required by zoning and proposed parking. Provide breakdown for each phase or land use as appropriate.~~

~~(2) Land use overview: provide narrative of existing site conditions and provide legible copy of Sussex County soil map with outline of property sketched on it. Describe existing context and highlight any issues regarding marginal siting conditions, including topography, hydric soils, existing drainage patterns, standing water, culverts, ditches, wetlands or sensitive areas.~~

~~(3) Georgetown Land Use Plan and Design Standards compliance: provide narrative of designated land use and how project will be consistent with the Land Use Plan and building and design standards as appropriate.~~

~~(4) Traffic access overview: provide narrative of existing roads, lanes, width, material, condition, curb, sidewalk and off-site improvements needed to accommodate the project. If project is known to require a DelDOT traffic study, provide summary information and study schedule.~~

~~(5) Utility demands and services overview: provide narrative of sanitary sewer, public water, gas, electric, cable and describe any off-site improvements needed. If privately owned and maintained facilities or open spaces are proposed, provide sample covenants clause and describe management structure.~~

~~(6) Stormwater management overview: provide narrative of types of conveyance and management and a summary of any offsite improvements needed.~~

~~(7) Construction phasing overview: provide narrative of time of construction and estimate the number of anticipated building permits per year.~~

~~(8) Economic impact: provide narrative of anticipated construction cost of infrastructure and buildings, fees and dedications. Discuss estimated building permit fees, transfer fees, impact fees, tax revenues, employment opportunities and tax assessments.~~

~~(9) Architectural theme: provide illustrations and/or narrative of overall design concepts.~~

~~(10)Provide narrative of recreational needs and opportunities.~~

~~(11)Attach ability to serve letters: provide letters from utility providers other than Town of Georgetown (power, gas, communications, emergency, fire and ambulance).~~

~~(12) Provide copy of letter of notification to local school board for residential developments.~~

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§ 230-211. Contents of preliminary site plan.

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

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

(1) Title sheet.

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

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

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

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

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

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

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

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

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

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

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

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

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(14) Architectural elevations (all sides); 24 inches by 36 inches by registered architect.

(15) Electrical/mechanical where applicable (may be left blank for preliminary plan submittal).

(16) Copy of itemized letter to Office of State Planning addressing all the PLUS comments, if applicable.

(17) Copy of PLUS comments from the Office of State Planning, if applicable.

B. The preliminary site plan shall show the North ~~point~~ **arrow**, scale, date and the following:

(1) The seal and signature of a registered Delaware land surveyor and/or the seal and signature of licensed engineer and/or the seal and signature of a registered architect as appropriate.

(2) Revision block on each sheet to accurately disclose any drawing revisions made after the first submittal for preliminary plan review.

(3) A key and overview plan for multistage projects.

(4) Geographical location, showing existing zoning district boundaries.

(5) Existing and proposed changes in zoning classification on the site and adjacent sites.

(6) Topographic contours at a minimum of one-half-foot intervals unless waived by the Director of Planning and Zoning as clearly unnecessary to review the project or proposal.

(7) The location and nature of all proposed construction, excavation or grading, including but not limited to building, streets and utilities.

(8) A grading plan (horizontal) conforming to requirements of a construction improvement plan set forth in the Town of Georgetown Design and Construction Standards. Proposed grading, if required, shall be indicated by one-foot contours and supplemental spot elevations.

(9) A utility plan (horizontal) conforming to requirements of a construction improvement plan set forth in the Town of Georgetown Design and Construction Standards. It shall show all existing and proposed water and sanitary sewer facilities, indicating all pipe sizes, types and grades, and the location of all connections to the utility system.

(10) Where deemed appropriate and necessary by the Town Engineer, provisions for the adequate disposition of natural and storm water, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system, 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).

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(23) Approximate location and size of recreational areas and other open spaces.

(24) Existing vegetation, proposed removal of vegetation and proposed replacement of vegetation.

(25) Location, type, size and height of fencing, retaining walls and screen planting.

(26) Location, orientation, design and size of signs, if any.

(27) The Planning Commission may establish additional requirements for preliminary site plans, and may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper decision on the project.

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

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

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

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

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

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

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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

1st Reading:
2nd Reading:
Adoption:

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