



Georgetown

Town Council Meeting Agenda

Meeting Date: Wednesday, September 12, 2018

Location: First State Community Action Agency, 308 North Railroad Avenue

Time: 7:00 PM Regular Meeting

Page

1. PLEDGE OF ALLEGIANCE

2. INVOCATION

3. ADOPTION OF AGENDA

4. APPROVAL OF AUGUST 22, 2018 TOWN COUNCIL MINUTES

A.

5. GREAT FUND REQUEST - SANDHILL FIELDS (SUSSEX SPORTS CENTER FOUNDATION)

3 - 8

- A. Request & Supporting Information
[Sandhill Fields Request \(2018-09-10\)](#)
[Sewer Proposal - Sandhill Fields \(2018-09-10\)](#)
[Sewer Design - Signed and Sealed \(2018-09-10\)](#)
[Sussex Sports Fields - Town of Georgetown Agreement \(Executed\)](#)

6. 2ND READING & ADOPTION OF ORDINANCES

9 - 11

- A. Ordinance #2018-003 Zoning Code Modification - Lot Area Requirements
[Ordinance 2018-003 Chapter 230 - Lot Area Requirements \(2018-06-28\) \(002\)](#)

7. DEPARTMENTAL REPORTS

- 12 A. Gene Dvornick – Town Manager
 [Town Manager Report - 2018-09-12](#)
- 13 B. Bill Bradley - Director of Public Works
 [Town Council Meeting Sept 2018](#)

8. PUBLIC COMMENT

9. ADJOURNMENT

The agenda items as listed may not be considered in sequence. This agenda is subject to change, at or before the meeting, to include the addition or deletion of items, including executive sessions. Persons 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 OF GEORGETOWN MEMORANDUM

TO: Mayor and Council
FROM: Gene Dvornick, Town Manager
RE: Sandhill Fields – Grant Request (G.R.E.A.T. Fund)
DATE: September 12, 2018

The Sussex Sports Center Foundation is seeking assistance from the Georgetown Recreation Education and Arts Trust (G.R.E.A.T.) Fund to help offset the costs associated the installation of sewer infrastructure and site plan review fees, totaling \$53,994.54.

The breakdown of each is as follows:

- Sewer infrastructure - \$46,956.95
- Site Plan Review Fees - \$7,037.59

This type of assistance is exactly the purpose the GREAT Fund was established and is consistent with the Memorandum of Understanding between the Sussex Sport Center Foundation, Inc. and the Town of Georgetown executed on February 15, 2018 (copy attached).

The current Fund Balance is \$247,151.42.

Requested Action

1. Approval of the request by the Mayor and Council

08/29/2018
18-107
*** BOB C.

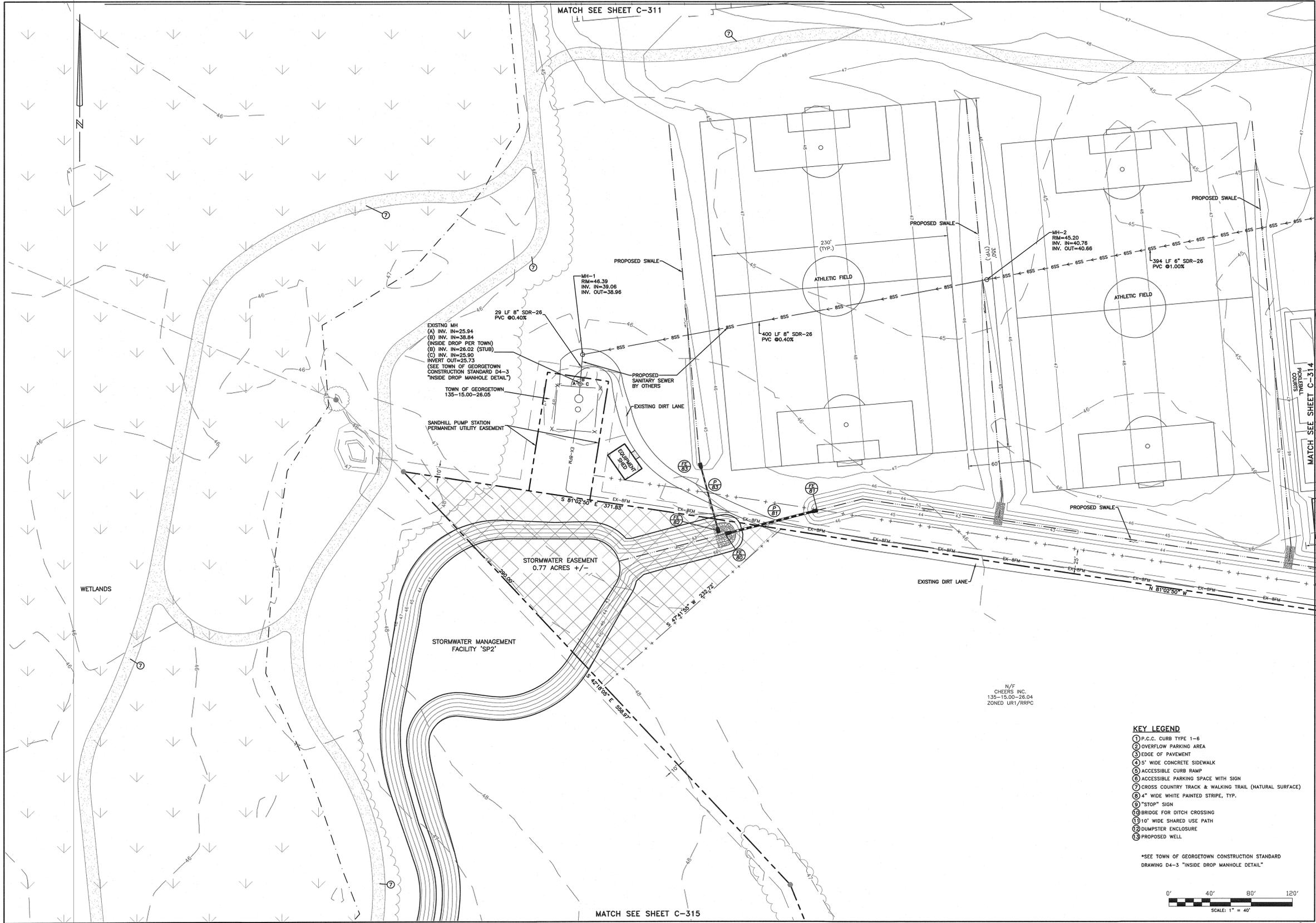
11:09
SUSSEX SPORTS COMPLEX SEWER

BID TOTALS

<u>Biditem</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Bid Total</u>
100	CONNECT TO ESISTING MANHOLE	1.000	EA	3,100.00	3,100.00
200	8" INSIDE DROP CONNECTION	1.000	EA	2,075.00	2,075.00
300	8" SDR 26 MAIN	823.000	LF	39.65	32,631.95
302	8" CLEANOUT	1.000	EA	1,200.00	1,200.00
305	8" X 8" WYE	1.000	EA	340.00	340.00
400	4' MANHOLES	2.000	EA	3,805.00	7,610.00

Bid Total ==>>>> \$46,956.95

\\m01\civil\Drawn\Alameda\Sussex County Sports Complex\Design\0818C025 Site Plans - Overview & 40'x40' Grid Sep 05, 2018 - 1:40pm scst




 ARCHITECTS ENGINEERS SURVEYORS
DAVIS, BOWEN & FRIEDEL, INC.
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SUSSEX COUNTY SPORTS COMPLEX
TOWN OF GEORGETOWN
SUSSEX COUNTY, DELAWARE

SITE PLAN - 40 SCALE

C-313

Date: **APRIL 20, 2018**
 Scale: **1" = 40'**
 Dwn. By: **JMV/TPS**
 Proj. No.: **0818C025.A01**
 Dwg. No.:

Revisions:
 5/16/18 SCD COMMENTS
 5/23/18 SCD & TOWN COMMENTS
 5/31/18 SCD COMMENTS
 6/12/18 TOWN COMMENTS, SCD, SHER PAULIGNS
 7/10/18 TOWN COMMENTS
 9/05/18 SCD REVISION

N/F CHEERS INC.
 135-15.00-26.04
 ZONED UR1/RRPC

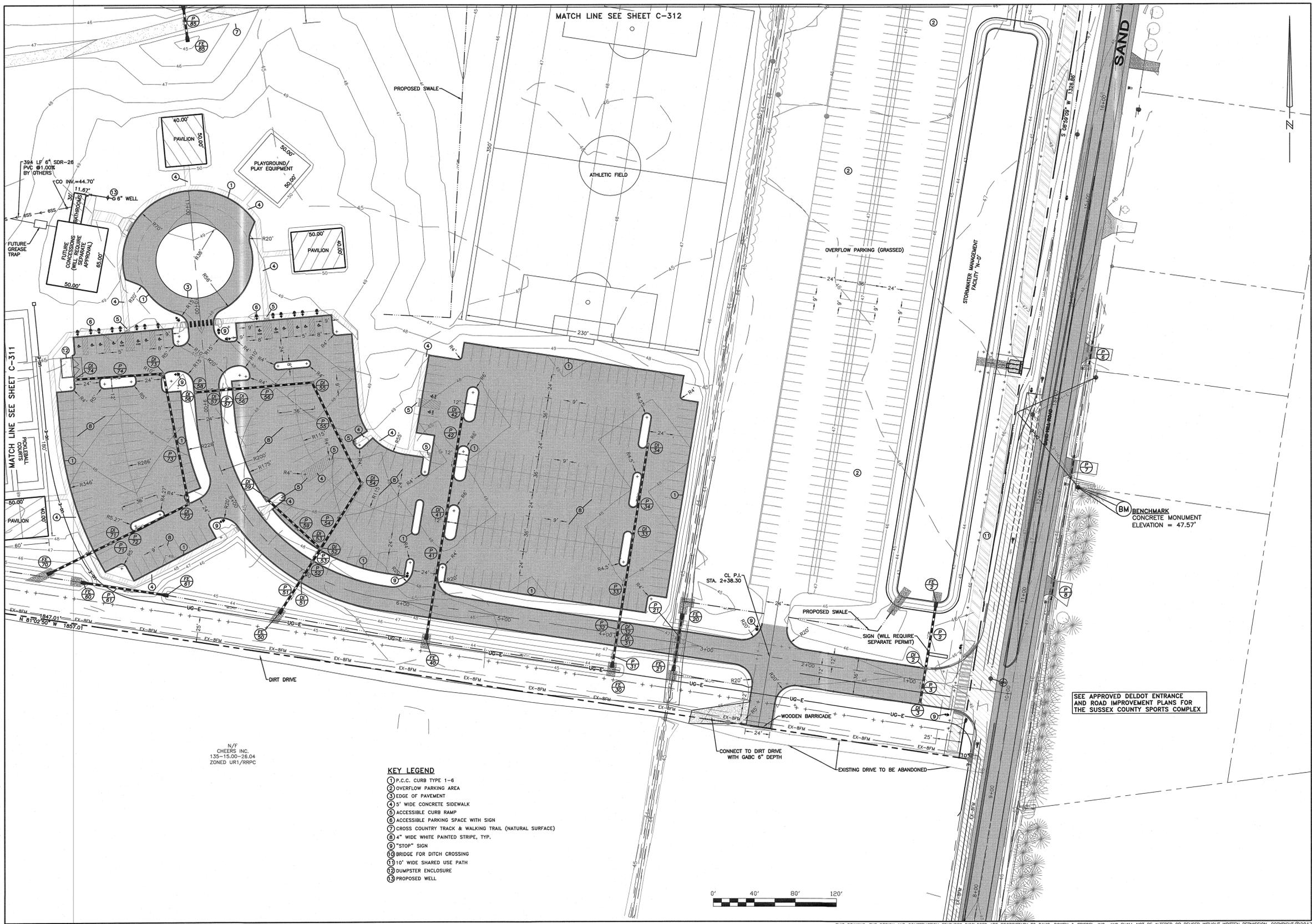
KEY LEGEND
 ① P.C.C. CURB TYPE 1-6
 ② OVERFLOW PARKING AREA
 ③ EDGE OF PAVEMENT
 ④ 3' WIDE CONCRETE SIDEWALK
 ⑤ ACCESSIBLE CURB RAMP
 ⑥ ACCESSIBLE PARKING SPACE WITH SIGN
 ⑦ CROSS COUNTRY TRACK & WALKING TRAIL (NATURAL SURFACE)
 ⑧ 4" WIDE WHITE PAINTED STRIPE, TYP.
 ⑨ "STOP" SIGN
 ⑩ BRIDGE FOR DITCH CROSSING
 ⑪ 10' WIDE SHARED USE PATH
 ⑫ DUMPSTER ENCLOSURE
 ⑬ PROPOSED WELL

*SEE TOWN OF GEORGETOWN CONSTRUCTION STANDARD
 DRAWING D4-3 "INSIDE DROP MANHOLE DETAIL"

0' 40' 80' 120'
 SCALE: 1" = 40'

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\m\01\CIVIL\Ocean Atlantic\Sussex County Sports Complex\Design\0818C025 Site Plans - Overview & 40.dwg, Sep 05, 2018 - 1:40pm scd
 N/F CHEERS INC. 135-15.00-78.04 ZONED UR1/RRPC



- KEY LEGEND**
- ① P.C.C. CURB TYPE 1-6
 - ② OVERFLOW PARKING AREA
 - ③ EDGE OF PAVEMENT
 - ④ 5' WIDE CONCRETE SIDEWALK
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DAVIS, BOWEN & FRIEDEL, INC.
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SUSSEX COUNTY SPORTS COMPLEX
TOWN OF GEORGETOWN
SUSSEX COUNTY, DELAWARE

Revisions:
 5/16/18 SCD COMMENTS
 5/23/18 SCD & TOWN COMMENTS
 5/31/18 SCD COMMENTS
 6/12/18 TOWN COMMENTS, EQUIP. SIZES, PAVILIONS
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TOWN OF GEORGETOWN

MAYOR
AND
COUNCIL



TOWN HALL
39 THE CIRCLE
GEORGETOWN, DE
19947

MEMORANDUM OF UNDERSTANDING BETWEEN SUSSEX SPORT CENTER FOUNDATION, INC. AND TOWN OF GEORGETOWN

In support of the Sussex Sport Center Foundation, Inc. ("FOUNDATION") and its efforts to establish a public sports facility, comprised of soccer fields and a cross-county track, within the corporate limits of the Town of Georgetown ("TOWN"), the TOWN agrees to assist the FOUNDATION in the following manner:

1. SOLID WASTE
 - a. TOWN shall provide for placement of a 6 CY dumpster sited as indicated on the Approved Site Plan and weekly emptying of same
2. LAWN MAINTENANCE
 - a. TOWN shall assume responsibility for grass cutting along the eastern property Right-of-Way boundary (Parallel to Sand Hill Road) and Murrays Lane Parking Area
3. SNOW REMOVAL
 - a. TOWN shall assume responsibility for snow plowing of the parking area (as deemed necessary and warranted by the Town)
4. UTILITIES – WATER
 - a. TOWN will allow FOUNDATION to install a private well for supply to restroom facilities. Installation, permitting, etc., shall be the responsibility of FOUNDATION
5. UTILITIES – SEWER
 - a. TOWN will provide labor, if requested, to assist with installation of necessary laterals from the restroom facility to the Sand Hill Road Regional Pump Station
 - b. TOWN shall assume responsibility for transportation of wastewater from the Sand Hill Road Regional Pump Station to TOWN collection, conveyance, and treatment system
6. IMPACT FEE REBATE
 - a. FOUNDATION will be charged the full amount for water and sewer impact fees. TOWN in return will make a contribution payable to FOUNDATION equal to the value of the water and sewer impact fees paid. This provision shall be valid for 18 months commencing with the date FOUNDATION commences operations (date of first facility use)

7. GRANT ELIGIBILITY

- a. FOUNDATION may apply annually for grant funding from the Town of Georgetown "Georgetown Recreation, Education, and Arts Trust" fund to help offset capital cost related to infrastructure available for public use

This Memorandum of Understanding shall remain in effect for a period of ten (10) years from the date of execution. Any amendments to this Memorandum shall be by mutual written agreement signed by both parties. Future Memoranda and/or Agreements may be negotiated and entered into, upon mutual agreement of the Parties, upon the expiration of this document.

Executed this 15th day of February 2018.



Town of Georgetown



Sussex Sport Center Foundation, Inc.



ORDINANCE 2018-003

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

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

Section 1. Chapter 230, Article XXI Height, Area and Bulk Requirements, § 230-155
of the Code of the Town of Georgetown is hereby amended as follows:

§ 230-155. Lot area requirements.

The following lot area will apply in all districts as noted:

A. ~~If the deed or instrument under which an~~ **a current** owner acquired title to a lot **by means of a deed or instrument which** was of record prior to the application of any zoning regulations and restrictions **governing width of lots and lot area per family as** to the premises, and if such lot does not conform to the requirements of such regulations and restrictions ~~as to width of lots and lot area per family~~, the provisions of such lot area per family and lot width regulations and restrictions **shall may not operate to** prevent the owner of such lot from erecting a single-family dwelling, ~~provided that the Board of Adjustments grants the necessary variances or exceptions and any required conditions are met.~~

Section 2. Chapter 230, Article XXIII Board of Adjustment, § 230-179 of the Code
of the Town of Georgetown is hereby amended as follows:

§ 230-179. Procedure.

C. The Chairman shall fix a reasonable time for the hearing of an application or appeal, give public notice thereof, as well as due notice to the parties in interest, and decide the same within 30 days following the hearing. ~~Upon the~~ **At such** hearing, any party may appear in person or by agent or by attorney. ~~Public notice of hearing shall consist of publication at least 15 days prior to the hearing in a newspaper of general circulation in the Town of Georgetown, specifying the time, place and nature of the hearing. In addition,~~ **The** Board may cause the date, time, place and nature of the hearing to be posted conspicuously on the property in accordance with the rules of the Board. ~~In exercising its powers~~ **Following such hearing**, the Board may **grant, deny, reverse, modify** or affirm, **in whole** wholly or **in** partly, ~~or may modify~~, the order, requirement,

decision or determination ~~as ought to be made, and to that end shall have all the powers of the Town Manager,~~ **which is the subject of the application or appeal.**

Section 3. Chapter 230, Article XXV Amendments, § 230-199 of the Code of the Town of Georgetown is hereby amended by deleting the following:

§ 230-199. Procedure.

No such amendment, supplement or change shall become effective until after a public hearing in relation thereto, at which parties and interested citizens shall have an opportunity to be heard. ~~At least 15 days notice of the time and place of such hearing shall be published in an official paper or paper of general circulation in the Town of Georgetown.~~

Section 4. Chapter 230, Article XXVI Administration, § 230-217 of the Code of the Town of Georgetown is hereby amended by deleting the following:

§ 230-217. Filing fees.

A. The Board of Adjustment filing fee is established by the Town Council and shall be paid in advance to the Town as stated in the Code of the Town of Georgetown, § 98-3, Application fee schedule. Fees shall be refunded on request if the application is withdrawn before publication of required notices ~~in the newspaper.~~

Section 5. Chapter 230, Article XV HC Highway Commercial District, § 230-104 of the Code of the Town of Georgetown is hereby amended by adding the following:

§ 230-104. Permitted uses.

Buildings may be erected, altered and used or land may be used for any of the following purposes and none other:

BB. Retail sales of alcoholic beverages for consumption off the premises.

Section 6. Chapter 230, Article XXI Height, Area and Bulk Requirements, § 230-160 of the Code of the Town of Georgetown is hereby amended by adding the following:

§ 230-160 Accessory Structures; **Handicapped Ramps.**

F. Handicapped ramps, installed or added in order to provide access to handicapped persons, which project into any applicable setback requirement, may be submitted to the Town Manager for administrative review and approval, without fee and without the need for a formal variance. An applicant dissatisfied with the decision of the Town Manager may appeal to the Board of Adjustment without fee.

Section 7. 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., 2018.

William E. West, Mayor

Robert L. Holston, Jr., Secretary

PC Public Hearing: August 15, 2018

TC Public Hearing: August 22, 2018

1st Reading: August 22, 2018

2nd Reading: September 12, 2018

Adoption: September 12, 2018

DRAFT

TOWN MANAGER REPORT

September 12, 2018

South Race Street Rehabilitation

The Town has received Community Transportation Funding in the amount of \$130,325 for the rehabilitation of South Race Street from East Pine Street to East Adams Street. Special thanks to Senator Pettyjohn for funding \$52,130 (40%) and Representative Briggs-King for funding \$78,195 (60%). The Town signed the agreement earlier today and once signed and returned from DelDOT it will service as our Notice to Proceed.

Joint Meeting – Planning Commission

Staff is still working with the Planning Commission to gather agenda items for a joint meeting between the Planning Commission and Town Council in October. A survey of potential dates will be sent out later this month.

Personnel Updates

The Town received two week notice from an employee at the Wastewater Treatment Facility – we will begin advertising for a Laborer Position early next week. Interviews for the part-time cashier position are being held tomorrow, September 13 – five candidates were initially selected for interview, we had one drop out. Final selection is anticipated by the end of the week.

Project Updates

- 39 The Circle – interior stabilization is nearing completion as well as exterior brick work. Removal of the asbestos on the roof is scheduled for the week of October 8.
- Electronic Message Board – is up and running. Several staff members have been trained on programing and we are working to have protective bollards installed.
- Planting Islands – The Construction Coordinator is working to find other landscape companies to complete the work.

Miscellaneous

- Upcoming Events:
 - **Town Council Meeting:** Wednesday, September 26
 - **Hispanic Festival:** Sunday, September 16, 11:00 AM – 7:00 PM, North Race Street
 - **Local Governments:** Thursday, September 27, 5:30 PM (Duncan Center), Dover
 - **Sussex County Association of Towns:** Wednesday, October 3, 6:00 PM, Hosted by City of Seaford (Candidates Night)
 - **Sussex County Association of Towns Steering Committee:** Friday, October 5, 9:00 AM, Arena's at the Airport

Reviewed by Town Solicitor

**Town Council Meeting
September 12, 2018
Public Works**

The Town is averaging 650,000 gallons of water per day to supply the town. At this time, council approved to install a new well at King Street water plant we are trying to match well pump 2r and get another 1,000 gallons per minute DBF is working on permits and approvals from the state then work should begin. This will have all four wells matching around 1,000 gallons per minute not counting the college it is not running on cycle it is in Backup statues at this time.

We have started painting curbs and preparing for winter and all the events coming up; Return Day, Christmas, and New Year's. The new base for the Christmas tree in the fountain has been confirmed to be shipped mid-October. We have been given two pallets of sidewalk salt from facility management so we have enough to last for years. We have not ordered any street salt in years I have a full stock pile at this time but we may have to order some this year weather permitting.