



Georgetown

Town Council Meeting Agenda

Meeting Date: Wednesday, June 27, 2018

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

Time: 6:45 PM Public Hearing

7:00 PM Immediately Following Public Hearing

Page

6:45 PM - PUBLIC HEARING

Request for consideration, as per Town Code §230-124, of the use of Concrete Crushing by Clean Cut Interlocking Pavers, LLC on the property located at 345 South Railroad Avenue, Georgetown identified as Sussex County Tax District 135 Map 15.00 Parcel 135.00 and zoned LI-2 (Light Industrial).

3 - 10

- A. [Clean Cut Pavers & Pools](#)
[SC CU # 2083 - Planning Commission Application \(2017-06-22\)](#)
[SC CU # 2083 - Recommended Conditions \(2017-07-13\)](#)

1. PLEDGE OF ALLEGIANCE

2. INVOCATION

3. ADOPTION OF AGENDA

4. APPROVAL OF JUNE 13, 2018 TOWN COUNCIL MINUTES

5. BUILDING SIGNAGE - 37 THE CIRCLE

11 - 30

- A. [Summary of Proposals & Designs](#)

6. DEPARTMENTAL REPORTS

31 - 38

- A. Gene Dvornick – Town Manager
[Town Manager Report - 2018-06-27](#)

7. PUBLIC COMMENT

39

- A. Correspondence Received
[Thank You - Georgetown Elementary School \(2018\)](#)

8. 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).

Morris James Wilson Halbrook & Bayard LLP

David C. Hutt
302.856.0018
dhutt@morrisjames.com

May 23, 2018

VIA: Hand Delivery

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

RE: Request for § 230-124 Consideration by Town Council
345 S. Railroad Avenue, Georgetown, DE 19947
SCTP No. 135-15.00-135.00

Dear Mr. Dvornick:

As you may recall from prior e-mail correspondence, I represent Clean Cut Interlocking Pavers, LLC which operates as Clean Cut Interlocking Pavers & Custom Inground Fiberglass Pools (“Clean Cut”). By way of background, in addition to its paver and pool installation work, Clean Cut recycles concrete by crushing it, which allows for its reuse as a base material in various projects for Clean Cut and for site work performed by other local companies. Clean Cut has been searching for a central location where it could store materials and undertake concrete crushing.

One of the ideal locations for its business is the property presently located at 345 S. Railroad Avenue (“Railroad Avenue Property”) in Georgetown. Clean Cut has contracted to purchase the above-referenced property on Railroad Avenue upon conceptual approval of this use by the Town Council.

The Railroad Avenue Property is zoned LI-2 (Light Industrial District) on the Town’s official zoning map. Pursuant to Section 230-124 of the Georgetown Town Code, in the LI-2 (Light Industrial) District certain uses are permitted with the approval of Town Council. As this section of the Town Code is not used frequently, I am including its entire text in this cover letter for ease of reference. Section 230-124 states as follows:

§ 230-124 Uses permitted with Council approval.

[Amended 12-16-1992 by Ord. No. 93-001]

The following uses, due to potential accompanying hazards, such as fire, explosion, noise, vibration, dust or the emission of smoke, odor, toxic gases or other pollutants may, if not in conflict with any federal, state, county or Town of Georgetown law

Eugene S. Dvornick, Jr., ICMA-CM

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or ordinance, be located in LI2 Light Industrial District, only after the location and nature of such use have been approved by the Town Council, after public hearing thereon. The Town Council shall review the plans and statements and shall not permit such buildings, structures or uses until it has been shown that the public health, safety, morals and general welfare will be properly protected and that necessary safeguards will be provided for the protection of water areas or surrounding properties and persons. The Town Council, in reviewing the plans and statements, shall consult with other agencies created for the promotion of public health and safety and shall pay particular attention to protection of the Town of Georgetown and its water areas from the harmful effects of air or water pollution of any type.

A. Stone crushing, asphalt and wood recycling, provided that:

(1) Any equipment used in stone crushing or asphalt and wood recycling shall be located a minimum of 500 feet from any residence and shall be set back in minimum of 200 feet from any public roadway and a minimum of 40 feet from any side property line or rear property line.

(2) That portion of the site utilized for stone crushing or asphalt and wood recycling must be fenced in.

(3) Material stock piles may not exceed 25% of lot area, and shall be set back a minimum of 40 feet from any side property line or rear property line.

(4) The minimum lot area shall be eight acres.

(5) There shall be installed berm or decorative fencing to obstruct the view of equipment and stock piles.

(6) Site plan approval must be obtained which shall include, but not be limited to, a designation of vehicular routes to be used to gain access to the site, maximum noise levels at the site and maximum hours of operation.

Eugene S. Dvornick, Jr., ICMA-CM

May 23, 2018

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Enclosed with this letter is a concept site plan (three copies) for the property showing the location of the equipment for the proposed concrete crushing operation, as well as the overall plan for the use of the property. What follows is a the list of six requirements from Section 230-124 with the response in italics.

(1) Any equipment used in stone crushing or asphalt and wood recycling shall be located a minimum of 500 feet from any residence and shall be set back in minimum of 200 feet from any public roadway and a minimum of 40 feet from any side property line or rear property line.

As shown on the enclosed concept plan, all of these setback requirements are met.

(2) That portion of the site utilized for stone crushing or asphalt and wood recycling must be fenced in.

The proposed concrete crushing area shown on the enclosed concept plan will be fenced.

(3) Material stock piles may not exceed 25% of lot area, and shall be set back a minimum of 40 feet from any side property line or rear property line.

As shown on the enclosed concept plan, material stock piles will not exceed 25% of the lot area for the Railroad Avenue Property.

(4) The minimum lot area shall be eight acres.

As shown on the enclosed concept plan, the Railroad Avenue Property is more than 11 acres (well in excess of the 8 acre minimum).

(5) There shall be installed berm or decorative fencing to obstruct the view of equipment and stock piles.

Clean Cut intends to leave the existing trees and vegetative buffer along the perimeter of the property and to use the proposed buildings and additional fencing to obstruct the view of equipment and stock piles from Railroad Avenue.

(6) Site plan approval must be obtained which shall include, but not be limited to, a designation of vehicular routes to be used to gain access to the site, maximum noise levels at the site and maximum hours of operation.

At final site plan approval, Clean Cut will submit a final site plan meeting these requirements. At this preliminary stage, the site will be accessed by Railroad Avenue (and also potentially by railcar if Clean Cut can make separate arrangements with the railroad) and any large trucks will access the site using Airport Road and Railroad Avenue making a right-hand turn into the site. The maximum noise level for the concrete crushing is approximately 95db. The proposed hours of operation for the concrete

Morris James Wilson Halbrook & Bayard LLP

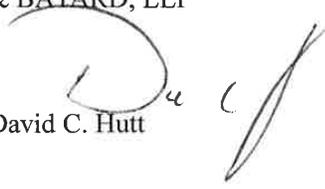
Eugene S. Dvornick, Jr., ICMA-CM
May 23, 2018
Page 4

crushing are as follows: weekdays 7:30 a.m. through 5:00 p.m. and Saturday's 8:00 a.m. through 2:00 p.m. (no Sunday hours).

I am writing on behalf of Clean Cut to request that the Town Council schedule this matter for a public hearing and concept approval described in Section 230-124. This letter as well as a digital version of the concept plan are also contained on the enclosed disk. If you have any questions regarding this matter, please do not hesitate to contact me.

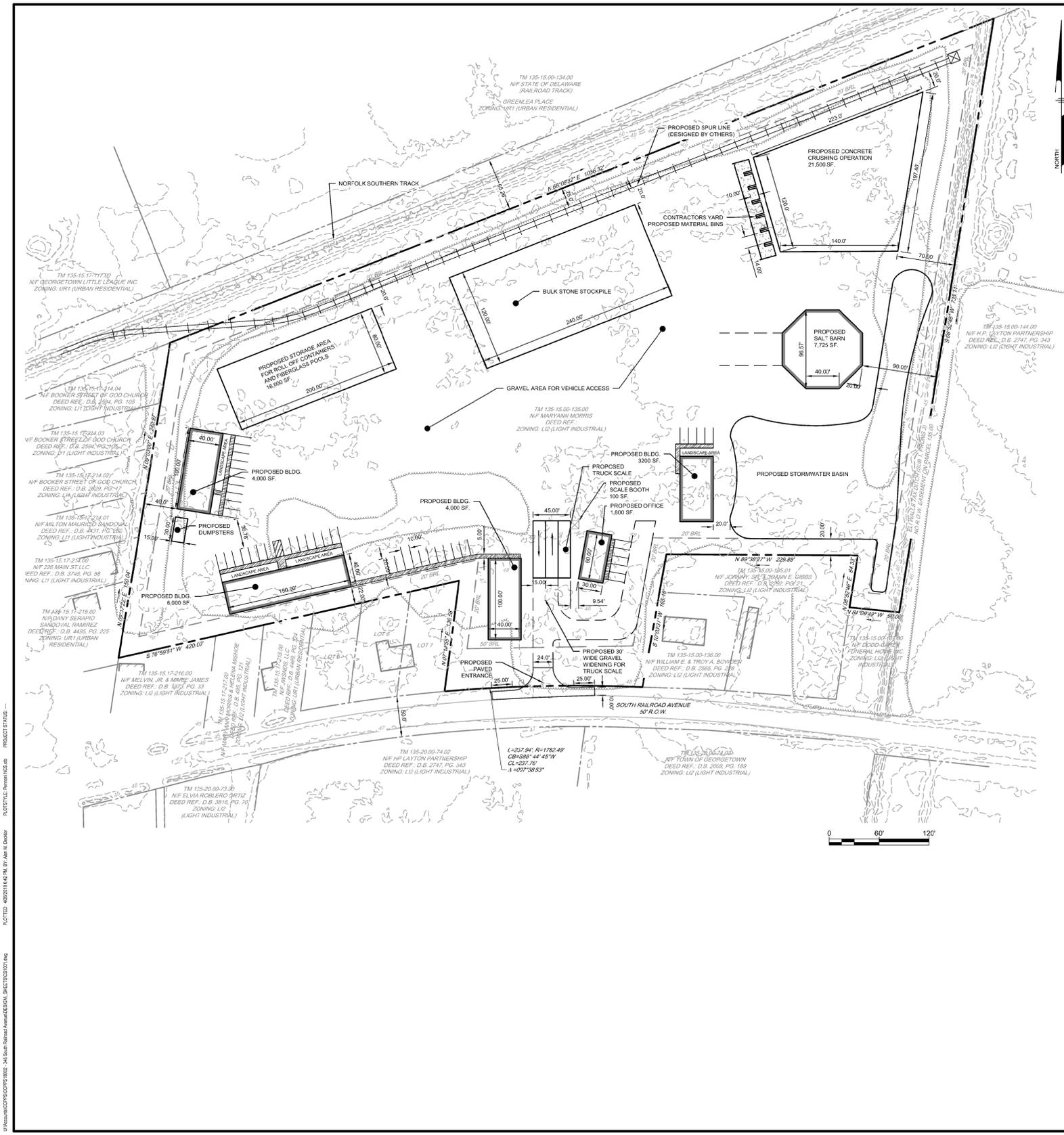
Very Truly Yours,

MORRIS JAMES WILSON HALBROOK
& BAYARD, LLP


David C. Hutt

Enclosures

Cc: Clean Cut Interlocking Pavers, LLC

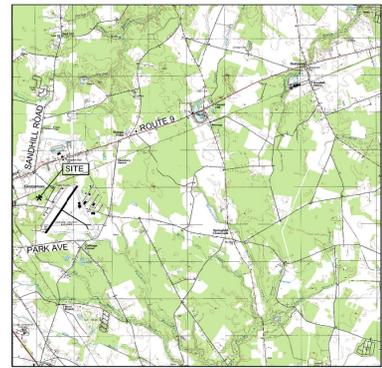


SITE INFORMATION:

SITE ADDRESS:
345 SOUTH RAILROAD AVENUE
GEORGETOWN, DE 19947

OWNER/DEVELOPER:
RICH AND JENNIFER BELL
CLEAN CUT PAVERS & POOLS
115 SAVANNAH ROAD
LEWES, DE 19958

ENGINEER:
PENNONI ASSOCIATES, INC.
18072 DAVIDSON DRIVE
MILTON, DE 19968



VINCITY MAP:
1" = 2,000"

LEGEND

EXISTING	PROPOSED	DESCRIPTION
[Symbol]	[Symbol]	BUILDING
[Symbol]	[Symbol]	FULL DEPTH PAVEMENT
[Symbol]	[Symbol]	CURB
[Symbol]	[Symbol]	EDGE OF PAVEMENT
[Symbol]	[Symbol]	EDGE OF GRAVEL
[Symbol]	[Symbol]	EASEMENT
[Symbol]	[Symbol]	FENCE
[Symbol]	[Symbol]	POWER, UTILITY POLE
[Symbol]	[Symbol]	PROPERTY LINE
[Symbol]	[Symbol]	LEGAL RIGHT-OF-WAY
[Symbol]	[Symbol]	PROPERTY CORNER FOUND
[Symbol]	[Symbol]	PROPERTY ADJOINING LINED
[Symbol]	[Symbol]	CONCRETE PAVEMENT
[Symbol]	[Symbol]	SIDEWALK HATCH

SITE DATA COLUMN:

1. TAX MAP NUMBER	135-15-00-135-00
2. DEVELOPER NAME:	RICH AND JENNIFER BELL
3. DEVELOPER ADDRESS:	115 SAVANNAH ROAD, LEWES, DE 19958
4. SITE ADDRESS:	345 SOUTH RAILROAD AVENUE, GEORGETOWN, DE 19947
5. CURRENT ZONING:	LI-2 LIGHT INDUSTRIAL
6. PRESENT USE:	WOODED LOT
PROPOSED USE:	MATERIAL MANUFACTURING AND STORAGE
7. REQUIRED SETBACKS:	
FRONT:	40 FEET
(A 30' FRONT YARD IS REQUIRED ALONG TOWN MAINTENANCE ROAD)	
SIDE:	20 FEET
REAR:	20 FEET
8. BUILDING HEIGHT:	55' MAX (5 STORIES)
9. PARKING:	
EMPLOYEES (1/2 EMPLOYEES):	0 SPACES
REQUIRED SPACES:	0 SPACES
PROVIDED SPACES:	19 SPACES
10. WATER SUPPLY:	PUBLIC - TOWN OF GEORGETOWN
11. SEWER SUPPLY:	PUBLIC - TOWN OF GEORGETOWN
12. LATITUDE AND LONGITUDE STATE PLAN COORDINATES:	LONGITUDE: W075° 37' 22.06" LATITUDE: N038° 09' 19.21"
13. TOTAL AREA (GROSS):	11.46±
MINIMUM LOT AREA:	NONE
MINIMUM LOT WIDTH:	NONE
MINIMUM LOT DEPTH:	NONE
14. NET DEVELOPMENT AREA:	11.46±
15. WETLAND AREA:	0.00 AC.
16. PROPOSED DISCHARGE LOCATION:	PROPOSED SWM POND CONVEYED TO EXISTING DITCH (INDIAN RIVER WATERSHED)
17. LIMIT OF DISTURBANCE:	11.46±
18. SITE CALCULATIONS	
WOODED AREA	EX = 10.18 AC. PR = 1.31 AC.
BUILDING AREA	EX = 0.00 AC. PR = 0.81 AC.
GRASS AREA	EX = 1.28 AC. PR = 1.50 AC.
PAVEMENT/STONE AREA	EX = 0.00 AC. PR = 7.19 AC.
STORMWATER BASIN	EX = 0.00 AC. PR = 0.85 AC.
TOTAL	EX = 11.46 AC. PR = 11.46 AC.

Pennon

PENNONI ASSOCIATES INC.
18072 Davidson Drive
Milton, DE 19968
T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

CLEAN CUT PAVERS AND POOLS
345 SOUTH RAILROAD AVENUE
GEORGETOWN, DE 19947

CONCEPT SITE PLAN

RICH AND JENNIFER BELL
115 SAVANNAH ROAD
LEWES, DE 19958

NO.	REVISIONS	DATE	BY

PROJECT: **CCPPS18002**

DATE: 2018-04-05

DRAWING SCALE: 1"=60'

DRAWN BY: SJD

APPROVED BY: AMD

CS1001

SHEET 2 OF 2

NOT FOR CONSTRUCTION

Mr. Robertson described how the public hearings are processed.

C/U #2083 Richard H. Bell III

An Ordinance to grant a Conditional Use of land in an AR-1 (Agricultural Residential District) for an office, storage building, storage yard and crushing of concrete for a contracting business to be located on a certain parcel of land lying and being in Georgetown Hundred, Sussex County, containing 5.97 acres, more or less. The property is located on the south side of Lewes-Georgetown Hwy. (Rt. 9), approximately 1,731 ft. west of Park Ave. 911 Address: 22592 Lewes-Georgetown Hwy., Georgetown. Tax Map I.D. 135-15.00-79.03

Ms. Cornwell advised the Commission that submitted into record as part of the application were a staff analysis, comments from Sussex County Utility Planning Division, DelDOT, and a site plan was submitted by the applicant.

The Commission found Richard H. Bell III and Jennifer Bell were present on behalf of the application; that Mr. Bell spoke that his primary business is Clean Cut Interlock Pavers; that he wants to recycle concrete to use as a base underneath new projects; that the crushing will not be daily; that the crushing has a sprinkler system for dust control and they try to crush when it is raining; that there are only a few dump trucks a day; that the material mainly comes in from a dump truck; that there was a letter of support from an adjoining neighbor; that the crusher is 275 horsepower; that they will get a water truck to hose down the road as needed; that the hours of operation for dumping are Monday – Friday 7:00 am to 5:00 pm; that the hours of operation for crushing will be Monday – Friday 9:00 am to 4:00 pm; that there is a 32 square foot sign on site; that there are no plans to grow; that there is 1 new employee hired to operate the crushing machine; that he has a total of 20 employees; that the crusher is at the back of the property and near a stormwater management pond; that there is no processing of wood; that a wood chipper makes more noise than a crusher; that they are good with all the conditions in the previous Conditional Use; that the crusher is a mobile unit and would like to take it off-site; and that they will register the unit with DNREC.

The Commission found that there were no parties in support of this application.

The Commission found that George W. Dick, lives on Route 9; that he spoke in opposition that the dust is a problem now; that there is a sign at the entrance of Park Avenue stating no trucks over 2 axels except for local deliveries; that there is a lot of concrete coming in; that where is the water going to run off; that he has concerns with traffic; and that he has concerns that this may affect Sports at the Beach with noise and dust.

At the conclusion of the public hearings, the Commission discussed this application.

Motion by Mr. Hopkins, seconded by Ms. Stevenson, and carried unanimously to defer action.
Motion carried 5-0

C/U #2084 Term 2, LLC

Motion by Ms. Stevenson, seconded by Mr. Hopkins, and carried with four (4) votes to forward this application on to the Sussex County Council with the recommendation that the application be denied for the reasons stated. Motion carried 4-0. Mr. Wheatley did not vote.

C/U #2083 Richard H. Bell III

An Ordinance to grant a Conditional Use of land in an AR-1 (Agricultural Residential District) for an office, storage building, storage yard and crushing of concrete for a contracting business to be located on a certain parcel of land lying and being in Georgetown Hundred, Sussex County, containing 5.97 acres, more or less. The property is located on the south side of Lewes-Georgetown Hwy. (Rt. 9), approximately 1,731 ft. west of Park Ave. 911 Address: 22592 Lewes-Georgetown Hwy., Georgetown. Tax Map I.D. 135-15.00-79.03

The Commission discussed this application which has been deferred since June 22, 2017.

Mr. Hopkins stated that he would move that the Commission recommend approval of Conditional Use 2083 Richard H. Bell III. for an office, storage building, storage yard and crushing of concrete for a contracting business based upon the record and the following reasons stated:

1. There are several Conditional Uses in this area and this site was previously approved for a Conditional Use for an office storage building and storage yard for the applicants contracting business. That prior Conditional Use expired.
2. The use for an office storage building and storage yard is consistent with other similar uses in this area of Route 9. These uses will not adversely impact neighboring properties, roadway or the community.
3. The use as a recycling and crushing facility for concrete will benefit the citizens and the environment of Sussex County by recycling and reusing this material. There will be a reduction of materials going to the landfills.
4. With the conditions of approval, the uses of a concrete crushing and recycling facility will not adversely affect the neighboring properties, roadway or the community.
5. This use promotes the goals of the Sussex County Comprehensive Plan by enhancing the environmental quality of Sussex County. It is also a use which has a public or semi-public character that is essential and desirable to the general convenience and welfare of Sussex County residents.
6. The recommendation is subject to the following conditions:
 - a. The recycling and crushing use shall be limited to concrete and the steel that is encased. No other wood or metal chipping or grinding shall occur and no other materials shall be accepted at the site for crushing or recycling.
 - b. Crushing operations shall only occur between the hours of 9am through 4pm Monday through Friday. In addition, the operator shall cooperate with Sports at the Beach so that crushing operations do not unreasonable interfere with events occurring there.
 - c. Materials may be accepted for the crushing and recycling operation between 7am and 5 pm Monday through Friday.
 - d. Landscaping shall be installed to screen the use from adjacent residential

- dwellings. The landscaping shall be shown on the final site plan.
- e. Any security lighting shall be downward screened so that it does not shine on neighboring properties or roadways.
 - f. Water shall be available at all times to control dust within the site.
 - g. One lighted sign shall be permitted. It shall not be greater than 32 SF per side.
 - h. The applicant shall comply with all roadway and entrance improvements required by DelDOT.
 - i. The applicant shall not advertise or display products within the front yard area except in the form of landscaping beds and planters.
 - j. There shall be no parking within the front yard setback.
 - k. The site plan shall be submitted to review and approval of the Planning Commission.

The final site plan shall be subject to the review and approval of the Planning and Zoning Commission.

Motion by Mr. Hopkins, seconded by Mr. Hudson, and carried with four (4) votes to forward this application on to the Sussex County Council with the recommendation that the application be approved for the reasons and with the conditions stated. Motion carried 4-1. Mr. Wheatley voted no.

C/U #2084 Term 2, LLC

An Ordinance to grant a Conditional Use of land in an AR-1 (Agricultural Residential District) for a recycle center and weight scale operation to be located on a certain parcel of land lying and being in Gumboro Hundred, Sussex County, containing 30.89 acres, more or less. The property is located on the north side of Lowes Rd., approximately 63 ft. southwest of Betts Rd. 911 Address: 20139 Lowes Rd., Millsboro. Tax Map I.D. 333-14.00-23.00

The Commission discussed this application which has been deferred since June 22, 2017.

Mr. Hudson stated that he would move that the Commission recommend approval of Conditional Use 2084 Term 2, LLC a recycling center and weight scale operation based upon the record and the following reasons stated:

1. This site has been used for similar operations in the past. It was approved in 1974 as a borrow pit under Conditional Use #187, and has been in operation under that approval ever since. Also, an updated site plan for the borrow pit was approved by the Planning and Zoning Commission last year.
2. The area around the applicant's property is primarily agricultural, with some commercial uses. This is an appropriate location for this use.
3. The use as a recycling facility for materials such as concrete, asphalt and wood will benefit the citizens and the environment of Sussex County. By recycling these materials, there will be a reduction of materials going to the landfills.
4. The use will not adversely affect the neighboring properties, roadways, or the community.

**Building Signage - 37 The Circle
Proposal Summary**

	<u>Elements</u>	<u>Ad-Art</u>	<u>Delaware Sign</u>	<u>Impact Graphix</u>	<u>Penuel Sign</u>	<u>Phillips Signs</u>	<u>Rogers Sign</u>	<u>Tupp Signs</u>
<i>Design 1</i>	Black Background Gold Lettering Incorporation of Town Seal Gold Border	\$ 3,500.00	<i>No Bid Submitted</i>	\$ 5,699.00	<i>No Bid Submitted</i>	\$ 2,995.00	\$ 1,677.00	<i>No Bid Submitted</i>
<i>Design 2</i>	Black Background Gold Lettering Incorporation of Town Seal (2) Gold Border	\$ 3,500.00	<i>No Bid Submitted</i>	\$ 5,699.00	<i>No Bid Submitted</i>	\$ 2,995.00	\$ 1,677.00	<i>No Bid Submitted</i>
<i>Design 3</i>	Black Background Gold Lettering Gold Border	\$ 3,750.00	<i>No Bid Submitted</i>	\$ 6,824.00	<i>No Bid Submitted</i>	\$ 2,995.00	\$ 1,677.00	<i>No Bid Submitted</i>
<i>Design 4</i>	Bidder Choice	\$ -	<i>No Bid Submitted</i>	\$ -	<i>No Bid Submitted</i>	\$ 3,675.00	\$ 1,677.00	<i>No Bid Submitted</i>
	Firm History			✓			✓	
	Similar Project Examples (3)			✓		✓	✓	
	Similar Project References (3)			✓			✓	



Georgetown

ADMINISTRATIVE OFFICES



Georgetown

ADMINISTRATIVE
OFFICES



Georgetown

ADMINISTRATIVE OFFICES





302-337-7076

www.ImpactGraphix302.com

COMPANY: Town of Georgetown

CONTACT: Gene Dvornick

DATE: 6/1/2018

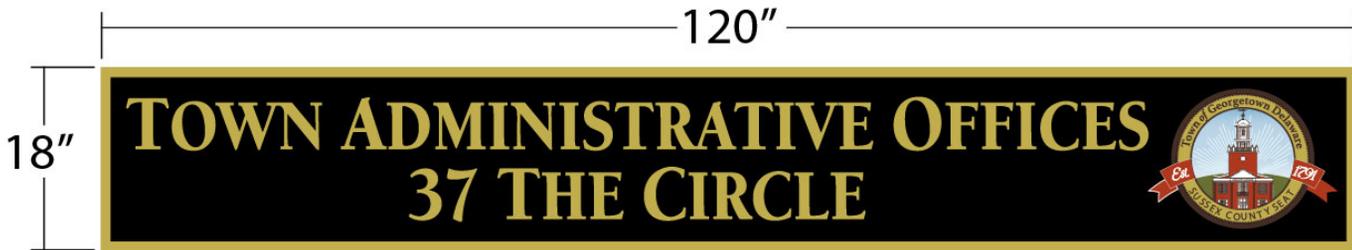
All three boards will be have a seam in the middle



All drawing, renderings and/or details are sole property of Impact Graphix and are not to be duplicated or shown to anyone unauthorized by Impact Graphix.

Authorized Signature: _____ Date: _____

Option A



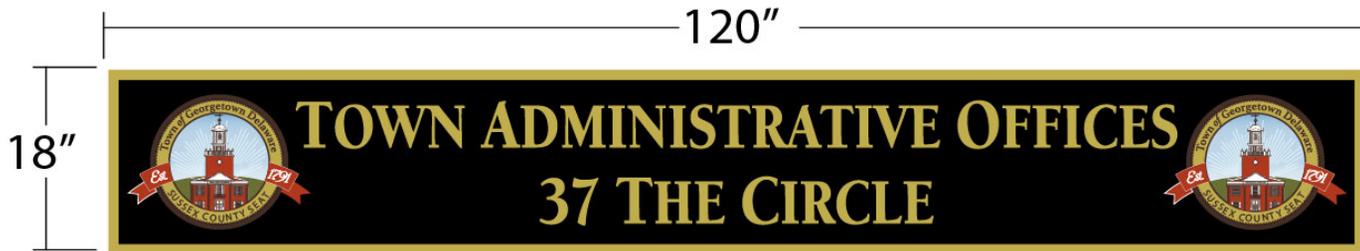
PHILLIPS SIGNS
 PHILLIPS SIGNS, INC., SEAFORD, DE (302) 629-3550/FAX (302) 628-9082
 IF APPLICABLE, THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN

CUSTOMER INFORMATION
 Customer: Town of Georgetown
 Address:
 Date: 5-22-2018
 Sales: Matt Phillips

DRAWING INFORMATION
 Designer: DN
 Scale: 3/4"=1'-0"
 File Name: Town Administrative Offices
 Revisions:

IF APPROVED, PLEASE SIGN & FAX BACK TO 302-628-9082
 Customer:
 Signed: _____ Date: _____

Option B



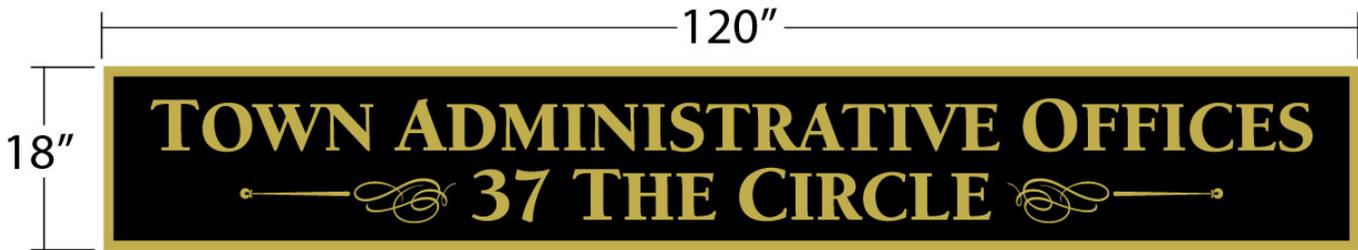
PHILLIPS SIGNS
 PHILLIPS SIGNS, INC., SEAFORD, DE (302) 629-3550/FAX (302) 628-9082
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CUSTOMER INFORMATION
 Customer: Town of Georgetown
 Address:
 Date: 5-22-2018
 Sales: Matt Phillips

DRAWING INFORMATION
 Designer: DN
 Scale: 3/4"=1'-0"
 File Name: Town Administrative Offices
 Revisions:

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 Customer: _____
 Signed: _____ Date: _____

Option C



PHILLIPS SIGNS
 PHILLIPS SIGNS, INC., SEAFORD, DE (302) 629-3550/FAX (302) 628-9082

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CUSTOMER INFORMATION

Customer: Town of Georgetown
 Address:
 Date: 5-22-2018
 Sales: Matt Phillips

DRAWING INFORMATION

Designer: DN
 Scale: 3/4"=1'-0"
 File Name: Town Administrative Offices
 Revisions:

IF APPROVED, PLEASE SIGN & FAX BACK TO 302-628-9082

Customer: _____
 Signed: _____
 Date: _____

Option D



112"



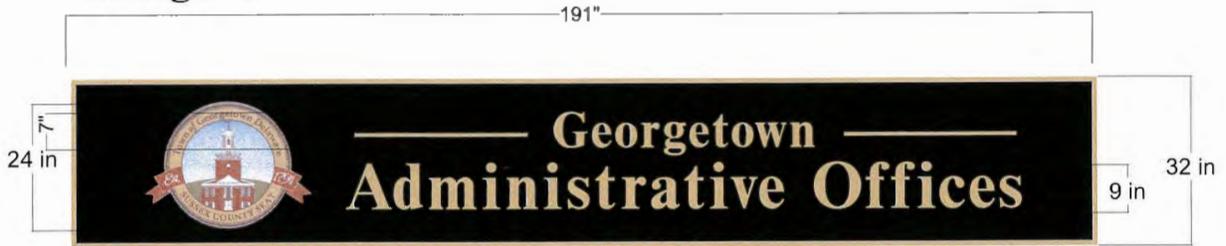
PHILLIPS SIGNS
 PHILLIPS SIGNS, INC., SEAFORD, DE (302) 629-3550/FAX (302) 628-9082
 IF APPLICABLE, THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN

CUSTOMER INFORMATION
 Customer: Town of Georgetown
 Address:
 Date: 6-1-2018
 Sales: Matt Phillips

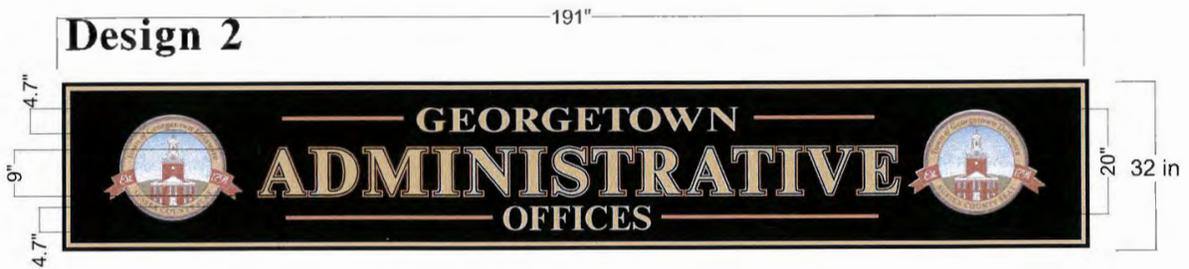
DRAWING INFORMATION
 Designer: DN
 Scale: 3/4"=1'-0"
 File Name: Town Administrative Offices
 Revisions:

IF APPROVED, PLEASE SIGN & FAX BACK TO 302-628-9082
 Customer: _____
 Signed: _____ Date: _____

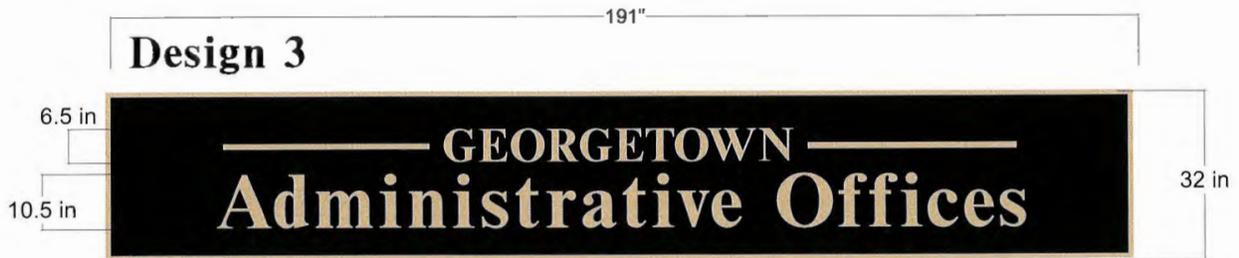
Design 1



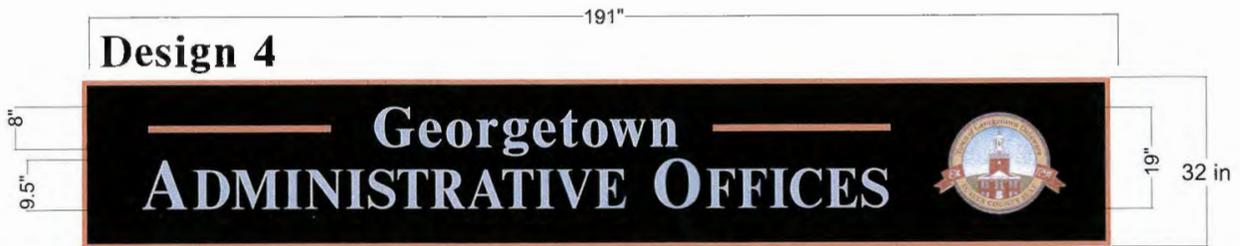
Design 2



Design 3



Design 4





A FULL SERVICE SIGN COMPANY
Rogers Sign Co., Inc.
 WE'RE FULL OF BRIGHT IDEAS.

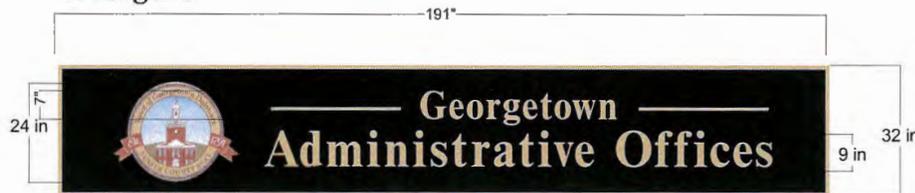
110 Lavinia St., Milton, De 19968
 www.rogerssign.com
 302-684-8338 302-684-0700 Fax

Job Name Georgetown Administrative Office
 Project Location Georgetown, De
 Client Contact _____
 order # 00000 Date 05/29/18 Artist Name DEB BRENNEMAN

After deposit all projects include 3 free proof revisions, thereafter billed at our hourly design rate

Proof # **1/3**

Design 1



PRODUCT DETAIL:

FONTS:

MATERIALS USED:

VINYL MATERIAL:

PLEASE REVIEW CAREFULLY! Check all spelling, phone numbers, websites, addresses, dates, etc. Also check for any omissions. Rogers Sign Co., Inc., will not be held responsible for any errors once this design has been approved.

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- Approved
- Approved Pending Revisions
- Revise and Resubmit

AUTHORIZED SIGNATURE	DATE
X	/ /



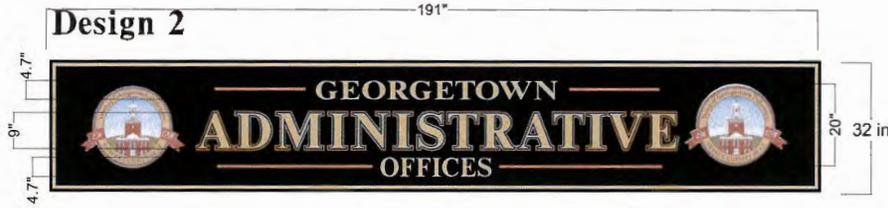
A FULL SERVICE SIGN COMPANY
Rogers Sign Co., Inc.
 WE'RE FULL OF BRIGHT IDEAS.

110 Lavinia St., Milton, De 19968
 www.rogerssign.com
 302-684-8338 302-684-0700 Fax

Job Name Georgetown Administrative Office
 Project Location Georgetown, De
 Client Contact _____
 order # 00000 Date 05/29/18 Artist Name DEB BRENNAN

After deposit all projects include 3 free proof revisions, thereafter billed at our hourly design rate

Proof # 1/3



PRODUCT DETAIL:

FONTS:

MATERIALS USED:

VINYL MATERIAL:

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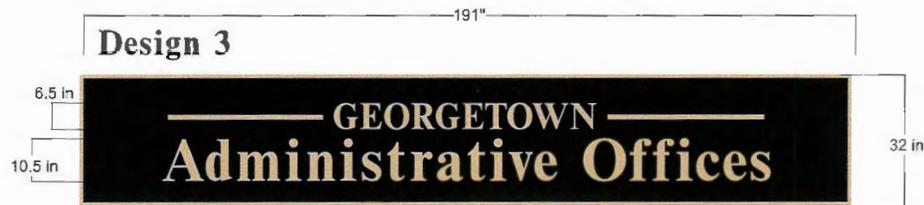
110 Lavinia St., Milton, De 19968
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Proof # 1/3

Design 3



PRODUCT DETAIL:

FONTS:

MATERIALS USED:

VINYL MATERIAL:

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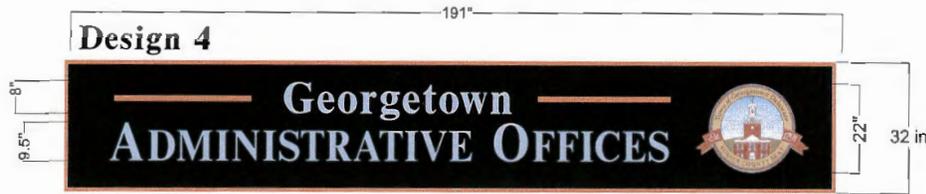
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 302-684-8338 302-684-0700 Fax

Job Name Georgetown Administrative Office
 Project Location Georgetown, De
 Client Contact _____
 order # 00000 Date 05/29/18 Artist Name DEB BRENNAN

After deposit all projects include 3 free proof revisions, thereafter billed at our hourly design rate

Prcof # 1/3

Design 4



PRODUCT DETAIL:

FONTS:

MATERIALS USED:

VINYL MATERIAL:

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- Approved
- Approved Pending Revisions
- Revise and Resubmit

AUTHORIZED SIGNATURE	DATE
X	/ /



Request for Proposals

Building Signage

**Open Date:
May 14, 2018**

**Deadline for Submissions:
June 1, 2018**

REQUEST FOR PROPOSALS

Town of Georgetown, DE

Building Signage Design, Procurement, and Installation for 37 The Circle

Requests for Proposals should be emailed in PDF form, with the Subject line of the email as “Response to RFP #2018-02 by [INSERT YOUR FIRM’S NAME]” to Mr. Gene Dvornick, Georgetown Town Manager, at gdvornick@georgetowndel.com. Proposals will be accepted until 3:00 p.m. EDT on Friday, May 25, 2018.

General Information

The Town of Georgetown (Town) is seeking bids related to signage at the Town’s new Administrative Office, located at 37 The Circle, Georgetown. Vendors are invited to return a completed bid package for consideration as the chosen signage vendor.

Expenses incurred in preparing proposals in response to this request are the responsibility of responding Vendors..

The Town of Georgetown reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town considering proposed cost and fulfillment of specifications. If you have any questions please contact Jeff Ward at the Town of Georgetown at (302) 856-7391.

Background Information

The Town Administrative Office at 37 The Circle, Georgetown, Delaware 19947 is a restored two-story building that houses all administrative operations for the Town. This RFP is for a sign on the front of the building, directly above the entrance doors, in a space 32” x 191” (approximate).

Scope of Services

The scope of this RFP is as follows:

1. Design of the building signage (4 alternate designs)
2. Removal of existing signage
3. Surface restoration (as needed)
4. Installation of building signage

Design Elements and Alternatives

A total of four (4) design alternatives is requested. Additionally, bidders are to incorporate the following elements into their design alternatives:

- Georgetown Administrative Offices
- Colorized Town Seal (available electronically in various formats)
- Incorporation of Town Brand Colors (Palette details attached)

- Use of Town Brand Font (available electronically as a True Type Font)
- Fabrication material to be Komacel® (equal or equivalent substitute may be permitted)

Design Alternative 1

- Black background
- Gold Lettering
- Incorporation of Town Seal
- Gold Border

Design Alternative 2

- Black background
- Gold Lettering
- Incorporation of Town Seal – twice
- Gold Border

Design Alternative 3

- Black background
- Gold Lettering
- Gold Border Design

Design Alternative 4

- Bidder selection/recommendation of design (colors, etc.) incorporating the elements outlined above

Criteria for Selection

All proposals submitted will be evaluated using the following criteria:

1. Experience with similar projects (please supply 3 examples and three (3) references)
2. Depth and breadth of experience and qualifications for personnel assigned
3. Cost

Contract, Law & Venue

Upon selection by the Town of the successful bidder(s), the chosen Consultant(s) shall enter into a contract for performance of agreed upon services, in a format acceptable to the Town. Any and all disputes arising as a result of this RFP and/or any ensuing contracts shall be governed by the laws of, and subject to venue in, the State of Delaware.

Insurance

By submitting a bid, bidders certify that they have and will maintain general liability insurance, auto insurance for any vehicles used in the performance of the work, errors and omissions/professional liability insurance, and standard workers' compensation, unemployment and Employer's Liability Insurance, and shall provide proof of coverage to the Town upon request. The successful Bidder(s) shall indemnify and hold the Town harmless from any and all liability, claims, expenses and damages which may arise or be asserted against Bidder or the Town in connection with Bidder's provision of services under the Contract. By submitting a proposal, Bidders further represent that they are operating in compliance with all applicable state, federal and local laws and have or will obtain any and all necessary permits and licenses.

Additional Information

Requests for additional information should be directed to Georgetown Construction Coordinator Jeff Ward at (302) 856-7391 or jward@georgetowndel.com.

Reservation of Rights

By submitting a Proposal, Consultant consents to the Town undertaking such investigation as it deems necessary to investigate and verify Consultant's qualifications, reputation and experience. Consultant may be requested to execute releases. Failure to execute a release for information, if requested by the Town, may result in disqualification. The Town of Georgetown reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

**REQUEST FOR PROPOSALS
Town of Georgetown, DE**

Bid Response Form

Bidder Name: _____

Address: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Design Alternative 1 \$ _____

Design Alternative 2 \$ _____

Design Alternative 3 \$ _____

Design Alternative 4 \$ _____

Supplemental Information:

- Firm History
- Similar Project Examples (3)
- Similar Project References (3)



Dealing With Consistent Color Using Pantones:

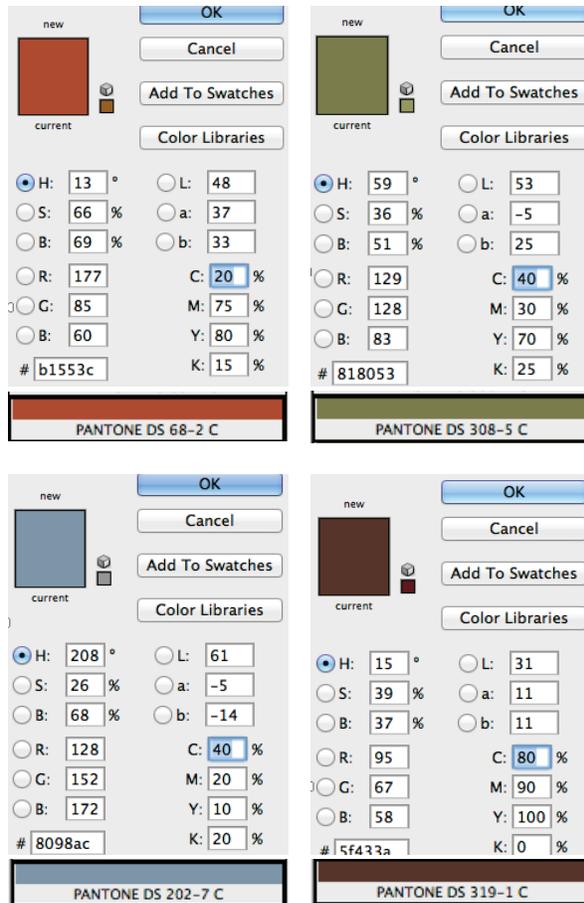
The accuracy of color is critical in design. Because what you see on your monitor is never what will appear on a printed sheet, designers need a standardized color key.

It can be very frustrating to see the logo you worked hard to create look deep blue on the client's letterhead, blue-greenish on his business card, and light blue on his very expensive envelopes.

A way to prevent this is by using a standardized color matching system, such as the PANTONE MATCHING SYSTEM. Though PANTONE is not the only color standardization system, it is the most widely used and the one that most printers understand. Aside from being able to have consistency, PANTONE Colors allow you to use colors that cannot be mixed in CMYK.

Color Palette

Use the primary palette on all branded materials such as logos, corporate identity, Web site, advertising, collateral, and imprintables. The colors printed here are NOT guaranteed to be matches. The use of a Pantone Swatch book is the best way to work with your vendors and assure color correctness. Always proof anything before production runs begin to assure that the colors are satisfactory.





Installing OpenType or TrueType Fonts in Windows:

We recommend installing only one format - OpenType, TrueType, or PostScript - of a font. Installing two or more formats of the same font may cause problems when you try to use, view, or print the font.

Choose Start > Settings > Control Panel. Note: In Windows XP choose Start > Control Panel Double-click the Fonts folder. Choose File > Install New Font. Locate the fonts you want to install. In the drivers list, select the drive and the folder containing the fonts you want to install. In the Folders list, select a folder that contains the fonts you want to install. (Make sure you have unzipped them first.) The fonts in the folder appear under List of Fonts.

Select the fonts to install. To select more than one font, hold down the CTRL key and click each font.

To copy the fonts to the Fonts folder, make sure the Copy fonts to the Fonts folder check box is selected.

Note: If installing fonts from a floppy disk or a CD-ROM, you should make sure this check box is selected. Otherwise, to use the fonts in your applications, you must always keep the disk in the disk drive.

Click OK to install the fonts.

Typography

To add consistency to the logo, The following fonts have been chosen as the approved typefaces.

*abcdefghijklmnop
nopqrstuvwxyz
ABCDEFGHIJKLM
NOPQRSTUVWXYZ
123456789*

Heroe Pro

**abcdefghijklmnop
nopqrstuvwxyz
ABCDEFGHIJKLM
NOPQRSTUVWXYZ**

Athelas



Town-Blue.jpg



Town-Brick.jpg



Town-Full-4C.jpg



Town-Gray.jpg



Town-Green.jpg



Town-Seal-4C.jpg



Town-Seal-B&W.jpg



Town-Seal-Blue.jpg



Town-Seal-Brick.jpg



Town-Seal-Gray.jpg



Town-Seal-Green.jpg



Wings&Wheels-1C.jpg



Wings&Wheels-B&W.jpg

TOWN MANAGER REPORT
June 27, 2018

Out of Town Sewer

The Town has received a request for out of town sewer service from Mr. William P. Olsen (21784 Zoar Roar). The property currently receives water service and is looking join us for sanitary sewer due to a failing septic system. Staff and I recommend allowing the connection. The requestor will bear any and all costs to join existing Town infrastructure.

Pleasure of the Mayor and Council

WWTF Blower

The blower at the wastewater treatment plant, manufactured in 2002, has been repaired several times and is no longer capable of being repaired. After discussion with the Wastewater Superintendent, we have determined it best to replace the entire blower. The estimate from Excelsior Blower Systems is \$10,731.00.

Request authorization to purchase a blower from Excelsior Blower systems at an amount not to exceed \$11,000

Project Updates

- 39 The Circle – interior demolition is moving along with project completion anticipated the third week in November
- Electronic Message Board – Onsite meeting with contractor has taken place and power supply verified. Masonry work anticipated to begin the second week of July
- Planting Islands – Concrete work anticipated to begin within two weeks, weather permitting
- South Race Street Rehabilitation – We have received two proposals and waiting on one additional. Also, sidewalk and ADA cuts are being bid.

Verizon Wireless Cell Tower

The Town has been contacted by Wireless Access Technologies, Inc. regarding the possibility of placing a cellular tower on Town property at the Georgetown Police Station. This would be a long term commitment – initially 5 years, followed by 4 additional 5 year terms (total of 25 years). Verizon has proposed an initial rental at \$21,000/year, for the first 5 years, then a 10% escalator every 5 years. Attached you will find a photograph of an installation and a sample site plan. If this is something the Town wishes to pursue the next step would be to work on a formal contract.

Pleasure of the Mayor and Council

Reviewed by Town Solicitor

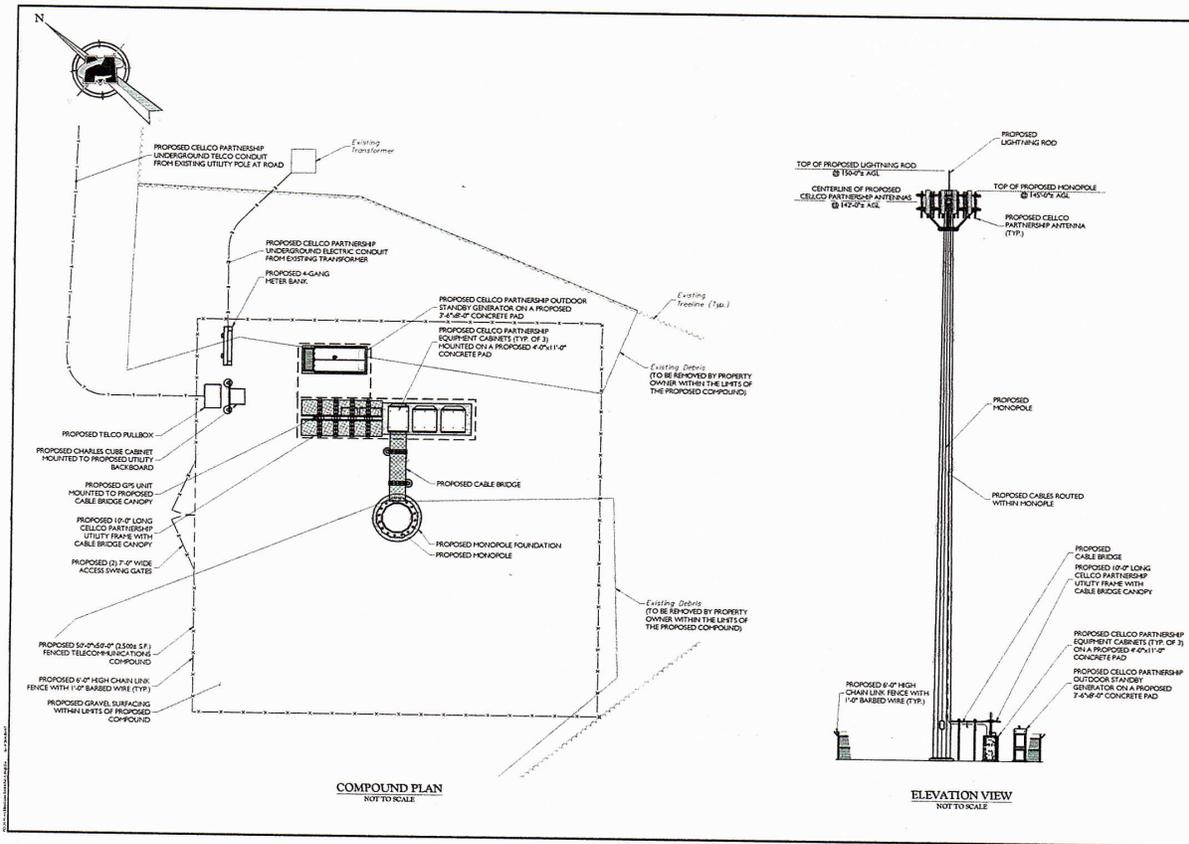
TOWN MANAGER REPORT
June 27, 2018

Miscellaneous

- Legislative Update
- Request Cancellation of July 11 Town Council Meeting
- Reminders:
 - **Town Offices Closed:** Wednesday, July 4, in observance of Independence Day

Reviewed by Town Solicitor







Town of Georgetown Second Session, 149th Delaware General Assembly Legislative Report

Prepared By:
Eugene S. Dvornick, Jr., Town Manager
June 27, 2018

Bill	Description	Position	Status	
HB 38	Nonutility Wells and Permits with HA 1	Support	PASSED (05/11/17)	Out of Committee (01/09/18)
HB 63	Absentee Ballot Voting	Support	Administration Out of Committee (03/29/18)	
HB 110	Delaware Marijuana Control Act HA 1 (06/12/18)	Under Review	Out of Committee (05/10/17)	
HB 177	Municipal Boards of Adjustment with SA 1	Support	Signed (03/29/18)	
HB 198	Alcoholic Beverages and Farmer's Markets and Agricultural Themed Events	Support		
HS 1 for HB 198	Alcoholic Beverages and Farmer's Markets and Agricultural Themed Events	Support	Agriculture Out of Committee (03/28/18)	
HB 260	Formation of a Grant-In-Aid Committee	Support	PASSED (01/11/18)	Finance (01/17/18)

HB 270	Clean Water for Delaware Act	Under Review	Natural Resources Tabled in Committee (03/28/18)	
HB 284	Removal of Partially Consumed Alcohol	Support	PASSED (03/06/18)	PASSED (04/18/18)
HB 293	Prevailing Wage Reform	Support	Administration (01/09/18)	
HB 295	Bond and Capital Improvements	Support	Signed by Governor (02/14/18)	
HB 297	Decreasing the Realty Transfer Tax	Oppose	Revenue & Finance (01/16/18)	
HB 320	Driving Under the Influence (BAC from .08 to .05)	Under Review	Public Safety & Homeland Security (03/01/18)	
HB 325	Bond and Capital Improvements (Governor's Recommended) (See HB 475)	Under Review	Capital Infrastructure (01/25/18)	
HB 341	Voting on Appropriations, Bond and Capital Improvements, and Grants-In-Aid (Constitutional Amendment)	Support	Administration (03/15/18)	
HB 350	Biometric Privacy Protection Act/Geolocation Privacy Protection Act	Under Review	Economic Development/Banking/ Insurance/Commerce (03/20/18)	
HB 357	Municipal Restriction on Sex Offender Residency Restrictions	Under Review	Out of Committee (04/25/18)	

HB 367	Municipal Street Aid Practices	Support	PASSED (06/05/18)	Finance (06/05/18)
HB 377	County Ability to Impose Lodging Tax	Under Review	Signed by Governor (06/14/18)	
HB 380	First-Time Home Buyer Realty Transfer Tax Credit	Support	PASSED (05/08/18)	PASSED (06/19/18)
HB 395	Municipal Ability to Impose Lodging Tax	Support	Administration (05/02/18)	
HB 399	Constitutional Amendment for Equal Rights	Support	Enacted w/o Signature by Governor (06/08/18)	
HB 403	Removal of Notary Requirement for Municipal Absentee Ballots	Neutral	Out of Committee (06/06/18)	
HB 409	Delaware Worker Adjustment and Retraining Notification Act	Oppose	Out of Committee (05/09/18)	
HB 475	FY 2019 Bond and Capital Improvements	Support	Capital Infrastructure (06/26/18)	
SB 10	Minimum Wage Increases 2017 – 2020	Neutral		DEFEATED (03/20/18)
SB 145	Budget (Governor's Recommended) See SB 235	Under Review		Finance (01/25/18)

SB 170	Minimum Wage Increases 2018 - 2021	Under Review		Labor (03/28/18)
SB 201	Compensatory Payment for Certain Properties Exempt Owned by the State (PILOT)	Under Review		Election & Government Affairs (05/08/18)
SB 235	FY 2019 Budget Bill	Support		Introduced Laid on Table (06/12/18)
Watch List:	Cannabis Recreational Use Town of Georgetown Charter Amendment Grant-in-Aid			

Georgetown Elementary School

Indian River School District
301A West Market Street
Georgetown, Delaware 19947
(302) 856-1940
Fax (302) 855-2479

Nicole Morey
Math Specials Teacher/Coach

Dickie Messick
Computer Specials Teacher/Coach

The Georgetown Elementary Robotics Team, Team Alpha 11600D, thanks you for your generous donation to help us attend the Vex IQ Worlds Championship in Kentucky. Team Alpha consisted of 3 members, Edward Ortiz Mendez, Chaz Bailey, and Justin Glasco. The team, parents and coaches had a fantastic experience as the World's Championship was an awesome adventure. We would like to share a glimpse of our trip with a short slideshow at the link below:

<https://goo.gl/MfVuN7>

"Thank you for donating money for the trip to Kentucky. We wouldn't have made it to Kentucky if you didn't donate money to us. While I was there for the competition I was able to experience zip lining. It was fun. The robotics competition was also very exciting" ~ Edward Ortiz Mendez

"Thank you for the money. It was very nice. We wouldn't have been able to go if you did not make that donation. The best part for me was the VEX IQ party after the competition where I rode my first roller coaster ever. It meant a lot and thank you." ~ Chaz Bailey

"Thank you for donating money for our robotics field trip to Kentucky. It wouldn't have been possible without you. We had a lot of fun there. My favorite part was meeting different teams from interesting countries and states. I loved walking in the parade of nations." ~ Justin Glasco

400 elementary teams from around the world participated. Our students placed 23rd out of 80 teams in their division. Although they were sad to not make it to the semi-finals the boys were able to enjoy the closing ceremonies and the presentation of next year's robotics challenge.

We recently had a "reveal" of the new challenge for our entire returning GE Robotics Club and students are incredibly excited. In 2018-19 we will have a larger group of returning students for our competition teams as well a brand new group of 3rd, 4th, and 5th grade students as our robotics program continues to grow.

Again, we would like to thank you for your support of our program and hope you will consider us in the future when supporting local programs.

Thank You!

Nicole Morey, Dickie Messick, Chaz, Edward & Justin

Chaz
Edward
Justin

