

7. PUBLIC COMMENT

8. ADJOURNMENT



ORDINANCE 2017-05

**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 XVIII HD Historic District, § 230-135 Signs is hereby
amended as follows:

§ 230-135. Signs:

~~No sign may be erected or altered without first submitting a drawing of the proposed sign depicting
size, style, colors, lettering and location to the Planning Commission for review, comments,
recommendations and changes. The Planning Commission may approve a sign if it is in character
with the purposes and overall concept of the Historic District.~~

Section 2. Chapter 230, Article XXII Signs, § 230-173 Signs is hereby amended as follows:

§ 230-173. Signs permitted in HD Districts.

The following signs may be erected and maintained in an HD Historic District:

A. All signs must reflect the character of the district, ~~and receive approval from the Planning
Commission.~~

**B. Sign design should be compatible with the Town of Georgetown Development Design
Standards.**

Section 3. 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., 2017.

William E. West, Mayor

Robert L. Holston, Jr., Secretary

Synopsis

This repeals the requirement that signs in the Historic District must be approved by the Planning Commission.

PC Public Hearing: August 16, 2017

TC Public Hearing: August 23, 2017

1st Reading: September 13, 2017

2nd Reading: September 27, 2017

Adoption: September 27, 2017

Draft



ORDINANCE 2017-07

**AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN,
CHAPTER 61 THEREOF, ENTITLED BUILDING CONSTRUCTION**

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

Section 1. Chapter 61, Article I, Building Permits, § 61-2 is hereby amended as follows:

Chapter 61. Building Construction

Article I. Building Permits

§ 61-2. Permit for construction required; application; **failure to obtain.**

- A. Before the construction, alteration, repair, placement, removal or demolition of any building or structure or addition thereto or any part or parts thereof shall be commenced or undertaken, the person or persons, firm or corporation being the owner or ownership or having charge of said building or structure or the lands upon which such building or structure is located or to be located, or the duly authorized agent or agents of such owner or owners, shall first secure from the Town Council a written permit approved by said Town Council and signed by the Mayor and Secretary of said Town Council, for the erection, construction, alteration, repair, placement, removal, demolition, use or occupancy of the building or structure to be erected, constructed, altered, repaired, removed, demolished, used or occupied.
- B. Before the permit required in the subsection above shall be issued by said Town Council, said owner or owners of the property, or his or their duly authorized representative, shall before commencing work submit an application, in writing, to the Town Council, which shall contain the following information:
1. The name, residence and business address of the owner or owners of the property upon which the proposed work is to be done.
 2. An accurate description of the location and size of the premises upon which the building or structure is located, or upon which said building or structure is to be erected.

3. A description of the work proposed to be done. The Town Council is hereby authorized, if it deems it to be necessary, to require of the applicant for such permit a detailed plan of the proposed work.
4. The estimated cost of the building.
5. The nature of the use to be made of the building or structure. If the building is to be devoted to business, the nature of such business must be stated.

C. Any person or persons, firm or corporation being the owner or agent, or having charge of, said building structure or lands which fails to obtain any necessary building permit prior to commencement of work shall be subject to a \$750 fine.

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., 2017.

William E. West, Mayor

Robert L. Holston, Jr., Secretary

Synopsis

This adds a penalty for work being performed without first obtaining a building permit.

1st Reading: September 13, 2017

2nd Reading: September 27, 2017

Adoption: September 27, 2017



ORDINANCE 2017-08

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN, CHAPTER 130 THEREOF, ENTITLED LICENSING OF BUSINESSES

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

Section 1. Chapter 130, Licensing of Businesses, § 130-15 is hereby amended as follows:

No rental license shall be issued for any rental unit under this chapter until the applicant shall certify, in writing, on a form prepared by the Town, that:

- A. Each such rental unit has a functioning smoke-detection device and those other safety devices required by the Fire Marshal of Sussex County.
- B. The number and relationship of people per unit or building is in compliance with the Town's Housing Code, Building Code and Zoning Ordinance.
- C. That the license holder shall maintain the appearance of the dwelling, parking area and grounds.
- D. That the license holder or applicant has not made any misrepresentation of fact in the license application.
- E. That the license holder or applicant acknowledges that the unit meets the current applicable federal and state laws and local ordinances, including but not limited to the Building Code, Zoning Ordinance, Housing Code, and other health, safety and fire codes applicable within the Town of Georgetown, which the Town seeks to enforce.
- F. That the license holder or applicant acknowledges receipt of the following Town of Georgetown Codes:
 - a. Chapter 116, Housing Standards.
 - b. Chapter 144, Noise.
 - c. Chapter 165, Property Maintenance.
 - d. Chapter 212, Vehicles, Abandoned or Inoperable.
- G. That the unit complies with the off-street parking requirements in the Zoning Ordinance.

H. A pre-license inspection is required on all new rental units at the applicant's expense. The first application for a rental license on a property will include a minimum fee to be paid at the time of application. Any additional fees required by the inspection that are not normally required will be invoiced. If a license lapses, or there is a change in ownership, a rental inspection and fee shall be required as if it were new.

I. **Inspection access.**

1. **Applicant shall permit the Town Manager or his/her designee to inspect all premises to determine compliance with the provisions of this Code, and shall fully cooperate with such inspections. The property owner shall make reasonable efforts to notify tenants of planned inspections of their rental units to the extent required by state law.**
2. **The Applicant or his/her designee shall be present on the premises during inspections; however, failure of an Applicant to comply with this requirement shall not deprive the Town of the authority to inspect.**
3. **Failure of an Applicant to obey any of the requirements of this section shall subject the Applicant to denial, suspension, revocation, nonrenewal of a rental license, in addition to other penalties provided for in this Code. Any denial, suspension, revocation, nonrenewal shall continue until the inspection has been completed, and any violations satisfactorily remedied, and all outstanding fees or penalties have been paid.**

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., 2017.

William E. West, Mayor

Robert L. Holston, Jr., Secretary

Synopsis

This adds Inspection Access as a requirement under the Rental license section of the Town Code.

1st Reading: September 13, 2017

2nd Reading: September 27, 2017

Adoption: September 27, 2017

DRAFT

TOWN MANAGERS REPORT
September 27, 2017

Condemned Property Update

- 129 East Pine Street – Removal of the second floor has begun. Excavation and evaluation of the foundation should be next.
- 101 Brittingham Lane – Temporary Building Permit has been extended until October 31, 2017. A water meter has been installed to confirm plumbing and sewer are functioning correctly.

Change Orders – 37 & 39 The Circle

Progress on the Annex building is moving right along. There are currently three (3) Change Orders for approval by Council:

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
05/01/17	Contract Award - Contingency Allowance	\$ 50,000.00	\$ 50,000.00
06/06/17	Additional CMU infill	\$ 1,174.00	\$ 48,826.00
06/06/17	Remove tin ceiling - replace with drywall	\$ (467.00)	\$ 49,293.00
06/12/17	Flooring change - tile	\$ 8,512.00	\$ 40,781.00
06/19/17	Miscellaneous wood framing repairs	\$ 10,794.00	\$ 29,987.00
06/21/17	Additional elevator electric	\$ 4,271.00	\$ 25,716.00
06/21/17	Install shingles - front gable	\$ 1,056.00	\$ 24,660.00
07/11/17	Hat Channel Framing	\$ 4,753.00	\$ 19,907.00
08/22/17	Door change - Narrow to Wide	\$ 715.00	\$ 19,192.00
08/22/17	Ceiling tile change	\$ 477.00	\$ 18,715.00
09/25/17	Additional Stucco work	\$ 1,760.00	\$ 16,955.00
09/25/17	ADA Compliant mirrors (4)	\$ 645.00	\$ 16,310.00
09/25/17	Sign revision	\$ (1,341.00)	\$ 17,651.00
09/25/17	Base coat and mesh - Bldg sign	\$ 1,045.00	\$ 16,606.00

Weekly progress photographs are posted to the website and included in the Town Manager's Weekly Report.

Request Town Council authorize the three Change Orders, totaling \$3,450

North Bedford Street & Bridgeville Road

The Town received the Right of Way Use Agreement from DelDOT it has been signed and is being returned to DelDOT for their signature. Our staff is currently seeking estimates for the project, so we can seek funding.

Reviewed by Town Solicitor

TOWN MANAGERS REPORT

September 27, 2017

Traffic Concern – West Pine Street

The Town received correspondence from a concerned property owner requesting consideration of a speed reduction from 25 MPH to 20 MPH along West Pine Street. After discussion with Chief Hughes we are going to gather some speed data and then evaluate the need for any adjustments to the speed limit.

Miscellaneous

- Upcoming Events:
 - **Delaware League of Local Governments:** Thursday, September 28, 5:30 – Dover
 - **Open House – Rehoboth Beach City Hall:** Sunday, October 1, 1:00 – 4:00, Rehoboth Beach
 - **Sussex County Association of Towns:** Wednesday, October 4, 6:00 PM, hosted by Seaford
 - **Sussex County Association of Towns Steering Committee:** Friday, October 6, 9:00 AM, Arena's at the Airport
 - **2017 Institute for Local Government Leaders:** Thursday, November 9 – Dover

Reviewed by Town Solicitor