



**DELAWARE DOWNTOWN DEVELOPMENT DISTRICT
APPLICATION FOR DESIGNATION AS A DISTRICT**



March 2016

Downtown Development District Program How to Use this Application Form

This application is a Microsoft Word document that has been modified. The text in the document is “locked” meaning that you can’t edit it. The fields where you are supposed to enter information are “open” allowing you to type or paste information into these fields. The fields that can be edited are in gray.

First, we recommend that you save this document with a unique file name that includes the name of your jurisdiction. An example would be “DDD-Application-Dagsboro.” Then you can work on the document without fear of overwriting it, and when you send it to us we will know who it came from (and we won’t be in danger of overwriting it).

Some of the fields are informational in nature, such as places to type in the name and address of your jurisdiction. It should be relatively straightforward to type this information in and save it. Some of the fields are check boxes, which are similarly straightforward.

Many of the fields are questions that ask you to respond in either 100 or 750 words. You might find it helpful to write and edit your responses in a separate Word document and then paste them in to the application once they are complete. The 100 word statement is to be used internally for review and in printed materials where we need a concise description of each proposed District. Almost all other questions are suggested to be no more than 750 words, which is about a page and a half of text (using 12 point font). In these responses it is important to clearly and concisely answer each question. Your District Plan can go into much more detail about each topic, and it is appropriate and expected that you will reference your District Plan in these 750 word responses. There is no penalty for exceeding 750 words, but if you find that you are writing much more than 750 words please consider putting the additional information in your District Plan.

There are numerous attachments mentioned throughout this application. The most obvious one will be the District Plan. The application also asks for various maps, spreadsheets, letters of support, resolutions and data to be attached associated with particular questions. Please compile all of the attachments into one Adobe Acrobat (.pdf) document. It would be wonderful if you could include a table of contents, and organize these attachments in the order of the questions.

It is likely that when you are done with the application form (Word document) and the attachments (.pdf document) the combination of both documents will be larger than 15mb, which is the limit for external email in the State system. In these cases, we will arrange for you to have access to a sftp file transfer site to upload your documents. Email the OMB Application Team at OMB_APP_Team@state.de.us to request an account and a password to upload the file. You must include the following information in your email in order for the OMB Application Team to process your account access: Name, Company, Email Address, and Phone Number.

OSPC will provide technical assistance with Census data and GIS mapping if requested by local governments that can demonstrate the need for the assistance. We will provide assistance to all local governments on the technical aspects of completing this application and transmitting / uploading finished applications. To request assistance or if you have questions about any part of this application or the program in general please contact your Circuit Rider Planner at the Office of State Planning Coordination, (302) 739-3090.



Downtown Development Districts

Application for Designation as a District

Section I General Guidelines

The Downtown Development Districts Act of 2014 (the Act) was enacted by the General Assembly in order to:

- Spur private capital investment in commercial business districts and other neighborhoods;
- Stimulate job growth and improve the commercial vitality of such districts and neighborhoods;
- Help build a stable community of long term residents by improving housing opportunities; and
- Assist local governments in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses and residents from all walks of life.

Local governments¹ that wish to take advantage of this program must identify a downtown district in their community and apply for designation. To make an application for designation this form must be completed, supporting materials must be attached, and the entire packet submitted to the Office of State Planning Coordination as detailed herein in order for the request to be considered.

¹ Municipalities and counties are eligible to apply for Downtown Development District designation. Throughout this document, the terms “local government” and “applicant” refer to either the municipality or county that is presenting the application.

Completed applications will be considered by the Cabinet Committee on State Planning Issues (the Committee). The Committee will make recommendations to the Governor, who may then designate additional Downtown Development Districts in the current program year. Additional Districts may be designated in future program years. The number of Districts is limited to 15 at any one time. District designations last for 10 years, and the Committee can consider up to two five year extensions.

Selection as a Downtown Development District will entitle private construction projects within the identified District to receive grants to offset up to 20% of their capital construction costs. There are a host of other benefits that will be described in more detail in other materials. Grant funds will be administered by the Delaware State Housing Authority (DSHA).

Applications must be addressed to the Office of State Planning Coordination as follows:

Mrs. Constance C. Holland, AICP
Director
Office of State Planning Coordination
122 Martin Luther King Jr. Blvd, S.
Dover, DE 19901

**Application Due Date for
FY16 Cycle:
June 1, 2016**



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Section II Specific Requirements

Local governments must identify proposed Downtown Development Districts in accordance with the Act. Districts must include a traditional mixed-use downtown area, commonly known as a Central Business District (CBD)². Districts must be no more than 85 acres in area for jurisdictions with a population under 9,000³ persons, no more than 170 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 225 acres in area for jurisdictions with a population over 30,001 persons. Applicants are encouraged to geographically concentrate the incentives to the greatest extent possible.

The size and shape of the proposed District must make sense from an urban planning and revitalization perspective. The applicant must fully describe the rationale for choosing the boundaries as a part of this application. Guidelines for preparing District boundaries are found elsewhere in this application.

A map of the District is required as a part of this application. Local governments must also supply maps showing the future land use and zoning of the district area, and discuss how the

² Central Business District: An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

³ Population to be based on the 2010 US Census.

plan and land use regulations support the application for the District.

The Act identifies three components of the application for designation as a District:

- The need and impact of the District designation;
- The quality of the District Plan
- The quality of the local incentives offered

Each of these components will now be described in more detail.

Need and Impact: The applicant must describe the need for the economic incentives that will be available in designated District. The need must be documented through the use of relevant data and other methods. The conditions of the local economy, income, poverty, homeownership rates, prevalence of vacant or abandoned buildings and other metrics may be used to make the case that the proposed District is in need of the incentives.

In addition, the applicant must describe the potential positive impacts that are likely to accrue due to designation as a District. Applicants are encouraged to describe the impacts using both data and other methods.

The **Need and Impact** section will account for 50% of the consideration given to scoring each application.

District Plan – The local government must present a District Plan that will be used to guide development activities and



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revitalization efforts in the District. The District Plan is to be a detailed description of the overall strategy for the development of a proposed district.

The applicant must demonstrate that the District Plan is consistent with the local government’s certified Comprehensive Plan and the *Strategies for State Policies and Spending* and any other local planning documents or studies that are applicable. Additionally, if other governmental, non-governmental and/or quasi-governmental organizations are involved with revitalization efforts in the downtown area they must be identified and it must be demonstrated that coordination of all activities will be part of the District Plan.

The District Plan should clearly and concisely describe the key actions and strategies that are in place and / or will be used to guide growth and revitalization efforts in the proposed District. The overall vision of the plan, the clarity of actions to be taken, and proof of the ability and the will of the municipality or county and other partners to implement the plan will be key considerations when evaluating this section of the application.

Changes to the District Plan must be reviewed by the Committee. District designation may be rescinded if the District Plan is not adhered to.

The quality of the **District Plan** will account for 30% of the consideration given to scoring each application.

Local Incentives – The local government must detail a package of local development incentives that will apply within the proposed District. These incentives may include, but are not limited to, a reduction in fees or taxes; regulatory flexibility; permit process and licensing reform; special zoning districts; or exemptions from local ordinances. These incentives may either be currently in place and in use by the municipality or county or they may be proposed for implementation upon designation as a District.

Upon designation as a District the local government is required to implement the incentive package as described and proposed for the duration of the District designation. Grant funds will not be available to projects until the incentive package is adopted by the local government and made available to the project developer. Changes to the incentive package must be approved by the Committee. The District designation may be rescinded by the Committee if these conditions are not adhered to.

The quality of the **Local Incentives** will account for 20% of the consideration given to scoring each application.

Section III Application Instructions

Local governments that wish to be considered for designation as a Downtown Development District must fill out the application form for the current FY16 application cycle.



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For local governments that previously applied for designation in the FY14 round, their original applications remain on file with the OSPC. If the local government would like to be considered for designation in the FY16 round, they will have the following options:

- Have their original application reviewed;
- Have their original application reviewed with supplemental materials to be provided; or
- Complete a new application.

If a local government with an application on file wishes to be considered for designation in this round, they must signify this by completing at least the Information Sheet and they must provide a new Resolution from the local legislative body.

If a local government with an application on file wishes to provide supplemental materials, the new materials must be inserted in the appropriate locations on this application form. Attachments, such as a revised District Plan, are certainly permissible. The supplemental materials must be presented in a way that clearly demonstrates what changes, updates or new information is being provided. Actually highlighting or red –lining new materials would be most helpful.

Here are some details about the various parts of the application form:

Check List - self-explanatory.

Information Sheet - The local government must supply the

jurisdiction's name, mailing address, and phone numbers. The applicant must provide the date of the last update of the comprehensive plan and briefly describe the District being proposed. All local governments must complete this form, even those with applications on file from a previous round.

Map of the Proposed District – The local government must submit a map of the proposed District in sufficient detail to clearly identify the boundaries of the District and calculate its area. Maps should be created with GIS software, and the associated computer files should be made available to aid our review of the proposal. Districts must be contiguous, and be no more than 85 acres in area for local governments with a population under 9,000 persons, no more than 170 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 225 acres in area for jurisdictions with a population over 30,001 persons. There are guidelines detailed elsewhere in this application that must be followed when preparing the proposed District boundaries. Applicants must also supply maps showing the future land use and zoning of the district area, and discuss how the plan and land use regulations support the application for the District.

Summary of Need and Impact – The local government must complete this form to summarize the need for District designation and the potential positive impact of the district. Supporting documentation should be attached to this form.



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Summary of District Plan – The local government must complete this form to summarize the District Plan for the proposed District. Copies of the District Plan or Plans must be attached to this form, along with any relevant supporting documentation.

must have been acted upon during this FY16 application period. Resolutions from 2014 will not be accepted.

Written Documentation from Supporting Organizations – The local government must supply written documentation from other organizations that will be relied upon to implement the District Plan. The documentation must be attached to the “Summary of District Plan” form.

Summary of Local Incentives – The local government must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

Legislative Body Resolution – The local government must attach an adopted resolution from the jurisdiction’s legislative body that indicates the local government’s desire to apply for designation as a District, and the local government’s willingness to adhere to the District Plan and the Local Incentives for the duration of the District designation. All local governments must provide a resolution from the legislative body, even those with applications on file from a previous round. Resolutions



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Application Cover Sheet and Check List

Jurisdiction Name:

Town of Georgetown

Date of Application May 31, 2016

Date Received May 31, 2016

Check List for Application Materials

- Application Cover Sheet and Check List.
- Information Sheet.
- Map of the Proposed District (GIS files encouraged).
- Map of Future Land Use in Proposed District (GIS files encouraged)
- Map of Zoning in Proposed District (GIS files encouraged)
- Summary of Need and Impact (with attachments).
- Summary of District Plan (with attachments).
- Written Documentation from Supporting Organizations.
- Summary of Local Incentives (with attachments).
- Legislative Body Resolution.



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Brief description of the proposed Downtown Development District (100 words or less)

Note: this description will be used as a summary for internal review and in printed materials

The Georgetown Downtown Development District includes the two main business corridors within Georgetown, East Market Street and North Race Street. The District encompasses 84 acres which includes 212 tax parcels. This area comprises retail, residential and mixed-use along North Race Street and a combination of commercial, retail, restaurants and residential (owner and non-owner occupied) along East Market Street. As the County Seat there are numerous government employees (State and County) support agencies (attorneys, accountants, etc.) as well as visitors, yet there are few businesses and services to support the daily influx of people as well as the needs of residents.



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Map of the Proposed Downtown Development District

Instructions: Prepare a map of the proposed Downtown Development District. The map must clearly show the boundaries of the District. The area of the proposed District, in acres, must be calculated from the boundaries designated on the map. The following guidelines must be adhered to when preparing the boundaries of the proposed District:

- The maximum size of the District is 85 acres for local governments with populations below 9,000, 170 acres for local governments with a population between 9,000 and 30,000, and 225 acres for local governments with populations over 30,001 (population as per the 2010 US Census).
- Districts must be contiguous.
- Districts must include the streets and right-of-ways within it. These count towards the maximum acreage.
- Enclaves within District boundaries are not acceptable.
- Prioritizing, phasing and /or timing of redevelopment activities in different geographic areas of the District is acceptable, and will be considered favorably when it can be demonstrated that this will concentrate the incentives to achieve specific revitalization goals.
- If any portion of the proposed District is in the floodplain, the FEMA floodplain map must be included as a layer on the map. Contact OSPC for technical assistance if needed.

Attach the map of the proposed Downtown Development District

Attach a map showing the future land use in the proposed District from the municipality's or county's certified Comprehensive Plan. Attach a map showing the zoning or land use regulations that apply to lands within the District. Discuss how the plan and land use regulations support the application for the District.

It is encouraged that the map(s) be created using GIS software. If the municipality or county is able to use this software, please submit digital files to our office to supplement the application and aid us in our review. Please contact OSPC if you need assistance and / or to arrange to electronically transfer the files.

District Boundaries Map Attached

GIS data is available and will be electronically transferred to OSPC

Name of person who created the map: Ryan Mawhinney, AECOM

Phone 302-781-5927

Email ryan.mawhinney@aecom.com



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Map of the Proposed Downtown Development District - continued

Describe the rationale for choosing the boundaries of the proposed District (please limit your response to 750 words or less).

There are several factors that contributed to developing the Town of Georgetown's Downtown Development District. It was important to focus on an area just outside the Circle, as the Circle is considered the hub of the Town. Working off the Circle as an anchor, the District was developed based on the area most in need and that would benefit greatly from designation. The following further explains the rationale for choosing the area that makes up the proposed District:

- **Central Business District** – The proposed District makes up a significant portion of the current central business district. There are numerous zoning categories that make up the District all promoting neighborhood scale businesses and uses, which is the type of development the Town wishes to continue to encourage.
- **Market Street (capturing east / west traffic) and Race Street (capturing north / south traffic)** – These two streets make up the main corridors through the District. Both these streets are heavily traveled throughout the day by people frequenting the Courthouse and other administrative buildings. These intersecting streets lead travelers into and out of the Circle, making these corridors a high priority.
- **Logical Gateway to the Commercial Area** – The area of the proposed District is in need of visible and improved gateways. When the notion of arrival into the downtown is absent it diminishes the sense of place and community. The area chosen includes two main thoroughfares into and out of downtown, and provides an opportunity for improved transitions between commercial and residential uses.
- **Existing Infrastructure Capacity** – The District has sufficient water and sewer capacity for new businesses, and an easy to navigate street network. The Town is also looking in the future to introduce broadband connection. The Town has been preparing for future growth and is ready and well positioned to accommodate it.
- **Opportunity to Encourage More Cultural Integration** - The Town, as well as the proposed District, is very diverse in its people and businesses. Race Street in particular is lined with numerous Latino owned and operated businesses. It is important to the Town to bring its residents and business community together so there is a mutual respect and understanding for everyone's culture and background, and to create a well-rounded culturally diverse community.
- **Potential for Existing Property Owners to Make Significant Investment** – There are several existing businesses within the proposed District that would greatly benefit from receiving



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designation. There is a key commercial property that is part of a gateway leading into the District and is prime for redevelopment. Being able to take advantage of incentives would afford the property owner the ability to make significant improvements or move forward with redevelopment plans.

- **Walkable Area** – The proposed District is pedestrian friendly and walkable due to its compact grid street network. This is an important factor because people typically want to be able to frequent multiple businesses while out. There are also 4 major green spaces in Town that enhance the pedestrian experience.
- **Encompasses Transportation Hub** – The District includes the main bus stop and regional hub for transfers for DART, as well as the Norfolk-Southern Railroad.
- **Leverage Captive Audience Coming to Georgetown for Business** – There is an influx of people coming to Georgetown every day to visit the courts and other administrative buildings. There are also all the workers that are employed at the local, County and State offices. The current businesses cannot support the needs of the number of people coming to downtown on a daily basis.

The proposed District is approximately 84 acres and includes 212 parcels. See Map 1 District Boundary.

Attach a map showing the future land use of the District from the local government's certified Comprehensive Plan.

Map Attached

GIS data is available and will be electronically transferred to OSCP

Attach a map showing the zoning or land use regulations that apply to lands within the District

Map Attached

GIS data is available and will be electronically transferred to OSPC



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Map of the Proposed Downtown Development District - continued

Discuss how the plan and land use regulations support the application for the District (Please limit your response to 750 words or less).

The zoning districts that make up the District, as well as Town planning documents, all support the current neighborhood scale development found within the District, and that the Town will continue to encourage. The following provides insight into how current land use regulations and additional Town documents support the development of the District:

Zoning:

- Currently, there are 8 zoning districts within the proposed District which allows for a variety of uses. Permitted uses for the Urban Business Districts (UB1 / UB2 / UB3) build off one another, all promoting neighborhood scale uses. These same permitted uses are also reflected in the Historic Zoning District which makes up a portion of the proposed District.
- The eastern portion of the District has several Highway Commercial zoned properties which allows for uses typically seen on a highway, but also includes permitted uses allowed in Urban Business zones. This allows those property owners and developers flexibility when looking to make improvements or redevelop.
- Some current permitted uses are antiquated or unsuitable for a downtown and will need to be reviewed and revised, but the Town would like to continue to encourage allowing a variety of uses to meet the needs of residents and visitors.

Comprehensive Plan:

- The Vision - Protect vital resources, improve quality of life for its residents and provide commercial services to the area. The District Plan reflects this same vision. Being able to attract new businesses to the downtown that enhance the historic character of the Town and can provide the services residents are looking for, will greatly improve the quality of life.
- The Plan includes a series of recommendations to be considered to help strengthen the downtown; these were used in developing the District Plan goals.
- Many of the goals set forth in the Comprehensive Plan were applicable to the District and were used as the starting point for developing the goals and strategies included in the District Plan.

Category 1 and Category 2 Site Plan Review Process:

To provide and assure high quality development, predictable design requirements and



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development specifications, and expedited review process the Town has established Category 1 and Category 2 site plan review criteria and procedures.

Category 1 site plans include major development such as new construction and relocation of buildings. The requirements for new development are clear and concise and provide predictability for a prospective developer as to the requirements and process for approval. The process includes a three stage approval process – Predevelopment Meeting, Preliminary Plan and Final Plan.

Category 2 site plans include new single family home construction and renovations to existing structures both residential and commercial. Category 2 site plans are reviewed administratively by the Planning Department staff and approved by the Planning and Zoning Director for an expedited approval time.

Design Guidelines:

Any development or renovation work within the District would have to adhere to the Town's design guidelines - town wide Development Design Standards and Design Guidelines for East Market Street.

Development Design Standards (town wide) – The purpose of these Standards are to build on and enhance the history and character of the Town while allowing for development and growth. This comprehensive document offers design guidance for commercial and residential buildings, streetscape improvements, parking lot design, landscaping and open space, street and utility design, and signage and lighting.

Design Guidelines for East Market Street – The purpose of these Guidelines, written specific to a section of East Market Street, are to make this business area more attractive and create a sense of place with a “Welcome Home” feeling for residents and visitors. This document is a user-friendly guide for existing businesses owners and prospective developers to the positive impacts exterior improvements have and an easy to follow guide on how to start evaluating for needed improvements.

See District Plan Section 01 Introduction - Existing Documents (p.05) and Section 02 District Existing Conditions - Land Use & Zoning (p.04) for additional information.

Are there other special overlays, districts, or areas that intersect the proposed District? Examples of such special areas include historic districts, BID taxing districts, etc. Please describe any of these special areas and how they will interact with the proposed Downtown Development District. Include maps, if applicable. (Please limit your response to 750 words or less).



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There are currently no special overlay districts within the District, but recommendations from a review of the existing Historic District, along with multiple design guidelines will have an impact on development and rehabilitation work in the District.

- Historic District Review Committee – A committee was previously tasked with reviewing the existing Historic Zoning District which makes up a portion of the proposed District. The group was looking into ways to preserve and improve the Historic Zoning District focusing on permitted uses, design standards and possible district expansion. Recommendations included revising the permitted uses based on the creation of subdistrict and creating an overlay district to protect historic properties. Many of the recommendations presented in the final report were used when putting together a draft form-based code to be applied to the District and used as a local incentive.
- As mentioned previously, there are town wide Development Design Standards and Design Guidelines for East Market Street that will play a key role ensuring the community's unique, small-town character will continue to be maintained and improved.



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Summary of Need and Impact 50%

Instructions: Complete this form to document the need for the District designation and its potential to positively impact your community. Attachments of data and other documentation are required. There is no specific page or word limit on the information that can be attached, *however* please be aware that applications that provide clear and concise documentation that is directly related to the need and impact of the District proposal will be scored the highest.

Please describe the **need** for the Downtown Development District designation in your community (please limit your response to 750 words or less).

While the Town has set forth great energy and taken many steps to make improvements, the downtown still faces many obstacles. The following are the challenges the District faces:

- **Crime Statistics** – Crime has become an increasing problem over the years. There is a high concentration of crime reported within the proposed District, primarily along North Race Street. Within a 2 year period there were over 500 incidents reported. The types of crime include vandalism, larceny, assaults and drug violations.
- **Housing Needs** – Georgetown was used as a case study in the 2008 – 2012 DE Housing Needs Assessment providing data showing how homeownership versus renter rate has changed over the years. There was a clear picture of the decline in the homeownership rate over the years. The document points out that Georgetown has one of the fastest growing populations and as the county seat is a significant location. One contributing factor is the large Latino population that works low wage jobs limiting their housing options.
- **High Rental Rate** – Currently, 40% of properties within the District are rentals. This is in part due to the mobile population with high rates in housing moves and occupancy changes.
- **Numerous Vacancies** – Currently, almost 14% of properties within the proposed District are vacant. This is a 5% increase from 2010 Census Block data that approximated vacancy rates for the District.
- **Redevelopment Opportunities** – There are currently 32 entirely vacant parcels totaling 10 acres and 13 parcels with infill potential totaling almost 7 acres. While the entire District is available for redevelopment there are 4 highly visible areas that present a clear opportunity for development as identified in the District Plan.



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- Numerous Condemned / Demolished Properties – Over the years many properties have become substandard. Due to economic conditions, owners and occupants are not maintaining their properties which it turn causes the Town to lose its character and historic nature. The decline in housing conditions can be attributed to the cost associated with repairing aging homes and the financial difficulty for those with lower incomes.
- Numerous Code Enforcement Violations – Over the course of a 2 year period there were 2202 code violation cases within the proposed District. These violations included condition of premise, parking and vehicle violations, detrimental objects and maintenance of trees, grass and other vegetation, most attributable to the general economic conditions of the District.
- Lack of Evening / Night Time Activity - There are very few businesses that are open after 5 pm which encourages residents and those that work in Town to find alternative places to shop and dine after hours. With few people walking around later in the evening, many people commented in the Downtown Survey that they feel unsafe.
- Competing with Commercial Retail along Route 113 Corridor and Coastal Areas – The results from the Downtown Survey show that people prefer shopping that is convenient with a variety of shops allowing for one-stop shopping, has later hours to accommodate those that work late and is easily accessible.
- Improving Pedestrian Connectivity – While the District is compact and walkable there are still issues with connectivity. Many people find it difficult to cross the street at certain intersections due to traffic volume, discouraging them from frequenting businesses.
- Parking Issues – There are several places throughout the downtown to park but many people find it difficult to know where to park. There is a lack of signage pointing visitors in the direction of available parking. There are also several parking areas that are need of major improvements, or could provide opportunities for infill development.
- Improving Gateways – The District includes the most prominent gateway into the downtown and the Circle. While there is historic architecture and some streetscape amenities improvements are still needed seeing this is such an important gateway. The lack of a gateway diminishes the sense of arrival into the downtown and in turn weakens the sense of place and community for visitors and residents.

It is also important to note that as the County seat there are great demands on the Town from the large influx of daily State and County workers and visitors to various agencies. As government entities, the State and County do not add to the Town's tax base but do generate demand for services and infrastructure. The DDD would even the playing field by offering incentives for private investment in Town and capitalize on the large number of workers and visitors, while increasing the Town's tax base.



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See Section 01 Introduction - Need (p.01) for further explanation of the need for designation.



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Summary of Need and Impact – continued 50%

Attach relevant data to that demonstrates and documents the **need** for the Downtown Development District designation.

The following table summarizes the **required** data from the US Census. Input the data into the summary spreadsheet provided, and attach any other written documentation that can summarize the data. Contact OSPC for assistance with the Census data, if needed.

Required Data from the US Census

The municipality or county as a whole			
Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	
The Census Tract(s) that contains the proposed District			
Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	% Low / Mod Income
The Census Block(s) that most closely correspond to the proposed District			
Total Population	% Homeownership	% Vacancy	

Summary spreadsheet and other documentation attached

Please provide any other data that support the municipality’s application for the District. The following table contains some **suggested** data sources that can serve to supplement the required data. Please attach any that apply, and any other data that is relevant. Cite the source for each dataset.

Suggested Data from a Variety of Sources

Blight	Condemned Properties	Code Violations
Crime Statistics	Economic Analysis	CDBG Program Statistics
Market Studies	Redevelopment Authority Activities	Public Works Projects
Education Data	Infrastructure Condition or Need	Other

Additional data and documentation attached



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Summary of Need and Impact – continued 50%

Describe how the attached data demonstrates the **need** for the Downtown Development District designation in your community (please limit your response to 750 words or less).

According to the 2010 US Census data there were 6,422 people living in Georgetown with 1,663 (25.9%) of that total living approximately within the proposed District. That is a quarter of the population living within the area of the District. The following are important highlights from the 2010 Census data, along with further research that show the need Georgetown has to receive District designation:

- Median Household Income for the Town is \$42,905, only \$509 less than the Tract area. In comparison to Sussex County, the MHI is \$8,141 less.
- Poverty Rate for the Town is 19%, but doubles to almost 40% for Tract area.
- Approximately 15% of the homes in Town were built in 1949 or earlier.
- The Town as a whole has a 50 / 50 percent rate of homeownership and rentals, but compared to Sussex County's homeownership rate (78.6%) the Town's is significantly lower.
- At the Block level there is only a 19% homeownership rate vs. 72% rental rate.
- The percentage of vacant housing is about 9% across the Town, Tract and Block levels.
- The median home value for the Town is \$207,800. Within the Tract area home values are \$7,350 less and in comparison to Sussex County, they are \$30,000 less.
- Over 50% fall into the low / moderate income category at both the Town and Tract level.

Crime statistics gathered for the proposed District (Section 02 District Existing Conditions - Crime p.01) further explain the need for designation:

- Between January 2013 and April 2016 there were over 500 crimes reported.
- The majority of criminal activity is concentrated within the District along North Race Street.
- Majority of incidents occur on Fridays and Saturdays, between 8 pm and midnight.



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- The most frequent types of crime reported are larceny, simple assault, vandalism and drug violations.

Code violations

- There were 2202 code violation cases from January 1, 2013 to December 31, 2015.
- There are 145 cases still open.
- Most common violations included detrimental objects, maintenance of trees, grass and vegetation, condition of premises which includes exterior structure and site, and vehicles wrecked, dismantles, inoperable or unregistered on private property.
- Almost 20% of cases had 4 or more code violations.

Describe the potential positive impacts of the proposed Downtown Development District designation in your community. Impacts can include economic, social and / or cultural impacts among others. Attach supporting documentation if applicable (please limit your response to 750 words or less).

The Town and District will see numerous benefits if designated a Downtown Development District. Overall designation would make the downtown market-ready giving the Town the opportunity to be competitive. Designation would provide opportunities for the following:

- The ability to attract a variety of businesses would allow for economic diversity which would begin to strengthen the downtown's market.
- The Town would be better positioned to leverage additional funding opportunities for private and public projects that will improve the District as well as the downtown as a whole.
- The Town could focus on business recruitment through marketing and promotion, incorporating the Town's new branding with the development of the District.
- The District Plan itself will be used as a planning tool to not just stimulate economic activity within the downtown, but guide activity through strategic, efficient and sound investments.
- It will only take one great project to spur interest and investment into a community. Georgetown Square, a key gateway location, and the neighboring property are identified as a high priority redevelopment area in the Plan. The owner of Georgetown Square has had plans in



Downtown Development Districts

Application for Designation as a District

the past to improve the property but has never moved forward with their plans. Other property owners have also worked with the Town on ideas of how to redevelop their properties. Both Georgetown Square and current property owners would greatly benefit from the Town receiving designation, allowing them to fulfill their redevelopment plans.

Section 01 Introduction - Benefits (p.02) gives additional explanation to the impacts District designation would have.



Downtown Development Districts

Application for Designation as a District

Summary of District Plan 30%

Instructions: through this application the municipality or county will be presenting the District Plan that will guide future revitalization, growth and development activities in the District. Upon designation, the local government will be required to adhere to the District Plan in order to qualify for grants and other incentives. Attach the District Plan, and summarize the content, goals, and objectives in the space provided.

The District Plan Checklist is provided in the Program Guidelines document. The proposed District Plan must be prepared in accordance with the Checklist.

Attach the District Plan.

District Plan Attached.

Summarize the content, goals and objectives of the District Plan. (please limit your response to 750 words or less).

Through public outreach, Task Force discussions, review of Town planning documents and an in depth look at the existing conditions of the proposed District, assets, challenges and opportunities for improvement were identified. The Task Force took several meetings to discuss the goals and objectives that would be most advantageous in achieving the vision the Town has for the District and downtown. The complete list of goals, objectives and strategies can be found in Section 3.

- The initial list of goals and objectives were derived from goals put forth in the Town's Comprehensive Plan.
- A Downtown Survey was completed by people that reside, work and visit Georgetown. The Town received 356 responses to the Survey. The results and comments from the Survey were drafted into goals and objectives.
- The Task Force completed a SWOT analysis that is used to evaluate the strengths, weaknesses, opportunities and threats the proposed District faces. These ideas were also developed into goals and objectives.
- As mentioned above, the Task Force focused a lot of time of putting together a concise set of goals and objectives.



Downtown Development Districts

Application for Designation as a District

- The goals and objectives were organized into categories to concentrate on each area of the District in need of improvement. The categories include: housing, economic and retail development, land use, zoning and development potential, natural resources, connectivity, gateways, streetscapes and public spaces, parking and community events. All of these aspects are vital to creating a vibrant and thriving downtown.

- Examples of the goals include:

Promote additional housing that is affordable to the average Georgetown household, particularly recognizing the needs of various types of households.

Reinforce the downtown's position as the governmental, commercial and cultural center in the County.

Work on the perception that there is no space or land available for new development or a new tenant.

Encourage appropriate reuse of older buildings, particularly including rehabilitation of historically or architecturally significant buildings.

Promote an active, healthy and vibrant downtown through high connectivity, pedestrian-oriented design, and public gathering spaces.

Reinforce community identity with attractive gateways at the downtown's edge.

Enhance the feeling of safety in existing parking areas.

Enhance publication of community events prior to their occurrence.



Downtown Development Districts

Application for Designation as a District

Summary of District Plan – continued 30%

Please summarize how the local government envisions itself in a leadership role to guide the successful implementation of the District Plan (please limit your response to 750 words or less).

The Town is committed to seeing the proposed incentives promoted and taken advantage of, strategies implemented and vision of the District ultimately achieved. The Town has made many efforts over the years to make improvements to the downtown, through planning studies and implementing design standards. Minor improvements have been made but not to the scale the Town had envisioned. Attendance at the 2015 and 2016 Main Street Conferences of the National Main Street Center provide educational opportunities and tools to utilize as the Town works to design, organize, restructure and promote the economic assets that will make Georgetown a greater place to live and do business.

Preparing this District Plan has allowed the Town to invest time in concentrating on one significant portion of the downtown, understanding the current conditions through visuals and data, and assembling a practical and attainable set of goals and strategies. This District Plan is a compilation of all the work that had been completed along with new research and fresh ideas. The Town plans to lead the way in implementing this Plan by:

- Working to promote the District Plan to existing property owners, potential developers and business owners. This Plan acknowledges its disadvantages but sets forth a path to solving those problems and laying out the numerous opportunities developers and business owners could have in Georgetown.
- Continue to administer existing incentives and promote the proposed incentive package to potential developers.
- Work on completing the strategies over the course of the designation based on the Implementation Schedule, starting with the high priority items. (See Section 4)
- Continue branding and marketing efforts putting resources towards advocacy and campaigning, with a focus on the District.
- Work to support existing businesses ensuring they continue to thrive and be successful, and be an ally to new businesses helping them through the start-up process welcoming them to Georgetown's business community.



Downtown Development Districts

Application for Designation as a District

List key implementation strategies for the District Plan. Please also list any known projects or proposals that can be underway within six to twelve months of District designation. Key Priority Projects⁴ should be identified, if applicable. See the Checklist for more details (please limit your response to 750 words or less).

Some of the high priority strategies include:

- Enforce existing and new property maintenance codes and impose fines on violators, in accordance with adopted regulations.
- Work with a funding source that is familiar with Downtown Development Districts and their processes and other revitalization efforts, in order to provide better step-by-step technical assistance to those wishing to apply for incentives.
- Ensure any development, when it applies, meets the Design Guidelines for East Market Street.
- Encourage adaptive reuse of existing structures that have character and architectural significance for new uses rather than replacing them.
- Review current zoning codes and investigate an overlay district to ensure the District is a vibrant, traditional mixed-use and walkable downtown. For example, amend the permitted uses to remove antiquated or unsuitable uses for a downtown and that may have an adverse effect in achieving the District vision and goals.
- During the Comprehensive Plan update, evaluate the zoning and future land use designation of the four parcels in the proposed Downtown Development District zoned HC – Highway Commercial Zone. Also, evaluate the zoning of the Georgetown United Methodist Church property to look into preserving this site as open space and recreational lands.
- Conduct a sidewalk and crosswalk inventory that identifies gaps and sections in need of repair, and add the necessary improvements in the capital improvement budget.
- Review and amend the parking standards to ensure that the requirements are more conducive to a walkable, mixed-use downtown environment versus an auto-oriented commercial environment.
- Revise the parking standards to be more prescriptive in allowing a reduction in the

⁴ Key Priority Projects are specific projects identified in the District Plan that are considered to be potential catalysts for other redevelopment activity and / or contribute to superior urban design or other benefits to the District.



Downtown Development Districts

Application for Designation as a District

number of spaces in a shared lot. Also permit a reduction in the number of spaces for proximity to on-street parking, municipal lots and public transit.

These along with the additional strategies discussed in the Plan will be applied to the entire District, with a focus on the priority parcels identified in the Map 4 of the Plan.



Downtown Development Districts

Application for Designation as a District

Summary of District Plan – continued 30%

List any other governmental, quasi-governmental or non-governmental organizations that will be involved in the creation and / or implementation of the District Plan. A Main Street organization would be an example of such an organization. For each organization, describe how the local government will coordinate their activities to encourage revitalization and economic development in the District.

Several of the organizations listed below were involved in the Task Force and the creation of the District Plan. The Town will work closely with these organizations to ensure implementation strategies are thoroughly and successfully completed:

CHEER - Providing services and programs to senior citizens, the fastest growing population in the County. Working with CHEER will help the Town focus on the specific needs of the senior citizen population that is residing in and visiting the District. Affordable housing and social and health care services are all important to seniors and will be incorporated into the implementation strategies.

First State Community Action Agency - Provide essential services and programs to help improve the lives of Georgetown's residents, and therefore improve the downtown. First State understands Georgetown's community and the direction the Town is heading. The Town will continue working with First State in the same capacity they have for many years and will be a valuable resource in continuing to advance the lives of the residents of the community as well as the District.

Greater Georgetown Chamber of Commerce - Liaison between the Town and the downtown businesses. The Chamber understands the current conditions of the downtown and works closely with the business community, so their partnership will be vital in accomplishing the implementation items that specifically deal with economic and retail development.

NCALL - Leading and experienced organization in supporting neighborhood revitalization. The Implementation Schedule names NCALL as a potential partner for financial and technical support on numerous improvement strategies. Their experience will be essential in working with potential developers.

Sussex County Habitat for Humanity - Resource for improving the homeownership rate within the District. Habitat has offices in Georgetown as well as their AmeriCorps long term volunteer house located in the proposed District. They have built more Habitat homes in Georgetown than



Downtown Development Districts

Application for Designation as a District

any other town in the County, helping to increase homeownership. The Town will work closely with Habitat to continue to promote homeownership and affordable housing.

Attach written documentation (in the form of letters of agreement, memorandums of understanding, board resolutions etc) from each of the above listed organizations indicating support for this application to be designated as a Downtown Development District and identifying a willingness to coordinate with the municipal government to implement the District Plan.

Written documentation attached from all other organizations



Downtown Development Districts

Application for Designation as a District

Summary of District Plan – continued 30%

Describe any actions your local government has taken to ensure energy efficient and environmentally sensitive development, and to prepare for flooding and sea level rise, if applicable. How will these efforts be implemented in the proposed District? (please limit your response to 750 words or less).

Since the Town has little in the way of development constraints, it is an ideal location for development.

- The District is ideally located at the center of Sussex County. The elevation and distance from water bodies prevents the District from being susceptible to flooding or having concerns with sea level rise.
- The Town uses the adopted 2012 International energy Conservation Code (IECC) which encourages energy conservation through efficiency in design, mechanical and lighting systems, and use of new materials and techniques.
- There are numerous vacant or potential infill parcels, existing buildings in need of renovations and large parcels that could be subdivided. This presents a potential developer or business owners many opportunities to find the right property for their project.
- There are existing development specifications and design standards which provide standards for building, parking lot, landscaping and stormwater design.
- The Town has worked to preserve open space by creating parks and dedicated open space to preserve the remaining natural area.

Describe how the District Plan is consistent with your certified Comprehensive Plan and the *Strategies for State Policies and Spending* (please limit your response to 750 words or less).

<http://stateplanning.delaware.gov/strategies/>

As shown throughout the Application, the Comprehensive Plan has played a key role in the development of the District Plan and in many ways they mirror one another:



Downtown Development Districts

Application for Designation as a District

- The overall Vision - Protect vital resources, improve quality of life for residents and provide new commercial services to the area. The District Plan promotes this same idea, looking to attract businesses to better provide for the needs of the residents and visitors. Improvements to the District will in turn start to improve the overall quality of life.
- The overall Goal - Strive to make Georgetown an even greater place with a strong sense of community, stable neighborhoods, vibrant business areas, high-quality recreation opportunities, a historic character and an excellent quality of life. Again the District Plan encourages all these ideas, rehabilitation of old buildings, new development that enhances the historic character of the downtown, attracting new businesses and creating a sense of place through improved gateways and streetscapes.
- The list of 31 goals presented in the Comprehensive Plan was incorporated into goals, objectives and strategies of the District Plan.
- A series of policies and strategies aimed at strengthening the downtown area are included in Comprehensive Plan and were reviewed when putting the District Plan together.
- Work completed through creating the District Plan will also be incorporated into the Comprehensive Plan update.

Strategies for State Policies and Spending:

Proposed District, and majority of Town, is located within Level 1

Level 1 is the most prepared for growth and where the State can make the most cost-effective investments. These areas are prioritized for investment and development.



Downtown Development Districts

Application for Designation as a District

Summary of Local Incentives 20%

Instructions: The municipality or county must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

Attach the Local Incentives. The following table includes **suggested** local incentives. Please attach any that are relevant, and others that have not been listed.

Suggested Local Incentives

Fee or Tax Reductions	Regulatory Flexibility	Permit or Licensing Reform
Special Zoning Districts	Exemptions from Local Ordinances	Streamlined Permitting
Other		

Written documentation attached for all Local Incentives

List the Local Incentives that are already in place. Please detail the geographic extent of each incentive (i.e. is the incentive available throughout the entire jurisdiction, or only in certain geographic areas?)

Local Incentive	In effect since (approx.)	Geographic area covered
Façade, Sign and Awning Improvement Grant	May 2014	East Market Business District
Realty Transfer Tax Exemption - 1 st Time Homebuyers	August 2004	Town Wide



Downtown Development Districts

Application for Designation as a District

Summary of Local Incentives - continued 20%

List any of the existing Local Incentives that will be modified to have specific benefits to properties in the proposed District.

Local Incentive	How modified?	Geographic area covered
		DDD Only

List the Local Incentives that are new and will be available only in the proposed District.

Local Incentive	Date enacted (or proposed date of adoption)	Geographic area covered
10 Year Property Tax Increase Phase In	90 days of designation	DDD Only
Business License Fee Waiver	90 days of designation	DDD Only
Accelerated Development Review Process	90 days of designation	DDD Only
Building Permit Fee Reduction	90 days of designation	DDD Only
Emergency Services and Georgetown Recreation, Education and Arts Trust Reduction	90 days of designation	DDD Only
Impact Fee (Water and Sewer) Reduction	90 days of designation	DDD Only
Form Based Code	90 days of designation	DDD Only
		DDD Only
		DDD Only



Downtown Development Districts

Application for Designation as a District

		DDD Only
		DDD Only

Summary of Local Incentives - continued 20%

Please describe how each local incentive will be funded. If the incentive involves a reduction or waiver of taxes or fees, or in-kind services (for example, expedited permitting utilizing existing staff resources) please note that here.

Local Incentive	Funding Source
Façade, Sign and Awning Improvement Grant Program	Real Estate Transfer Tax Revenues
Realty Transfer Tax Exemption – 1st Time Homebuyers	Tax Waiver
10 Year Property Tax Increase Phase In	Tax Reduction
Business License Fee Waiver	Fee Waiver
Accelerated Development Review Process	Town Resources
Building Permit Fee Reduction	Fee Reduction
Emergency Services and Georgetown Recreation, Education and Arts Trust Reduction	Fee Reduction
Impact Fee (Water and Sewer) Reduction	Fee Reduction
Form-Based Code	Town Resources

For each Local Incentive to be provided, please describe the specifics of how the incentive works (details are needed), and how the incentive encourages economic development and revitalization in your community.

Façade, Sign and Awning Improvement Grant Program - This program offers a 50/50 matching grant to assist Applicants in addressing maintenance and rehabilitation needs of building facades in the East Market Business District. Grants may be awarded up to 50% of the total cost of



Downtown Development Districts

Application for Designation as a District

qualified façade rehabilitation, repair or restoration project, signs or awnings with a maximum grant award of \$500. A cash match is required. Grants are awarded on a reimbursement basis once the Applicant demonstrates full compliance with the grant award. Eligible improvements may be phased over two fiscal years in order to maximize grant assistance. Smaller programs like this can go along way with improving the façade of a building and in turn helping to improve the entire streetscape.

Realty Transfer Tax Exemption for 1st Time Home Buyers - As stated in the Town of Georgetown Code (Chapter 199, Article I, Section 199-3) there is no tax imposed on realty transfers for those that qualify as first-time home buyers. A first-time home buyer is defined as a person who "individually or as a co-tenant, has at no time held any interest in residential real estate, wherever located and which has been occupied as his or her principal residence, and who intends to occupy the property being conveyed as his or her principal residence within 90 days following recordation." This incentive encourages first-time home buyers to consider Georgetown over neighboring communities. It is a big financial step to buy your first home and this program helps to lessen some of that cost.

10 Year Property Tax Increase Phase In - This program applies to the incremental increase in the property tax due as a result of the improvement. The phase in will be a 10% increase each year. In year one the Applicant would only pay 10% of the actual property tax, increasing by 10% each year until the full annual property tax is paid in year 10. A chart is included in Section 05 of the District Plan.

Business License Fee Waiver - The annual Town of Georgetown Business License Fee will be waived for the first five years a business is in operation. This fee waiver will only apply to new businesses. An Applicant that utilizes the fee waiver will still be required to complete a Business License application to be kept on file. There are many up-front costs associated with starting a new business and this incentive will alleviate some of those costs.

Accelerated Development Review Process - All projects that are in complete compliance with the Town Zoning Code will be administratively approved. Planning Commission hearings will not be required if a project can be administratively approved. All reviews, controlled by the Town, will be completed within three weeks of submission. Whether it is a new or renovation project time is a big factor, from first concept stages to construction. An accelerated review process will allow a project to continue to move forward in a timely manner.

Building Permit Fee Reduction - All projects will be eligible for a reduction in the Building Permit Fee based on the value of the improvement. The reduction amount ranges from a minimum of 15% to a maximum of 75%. The reduction amount increases as the value of the improvement increases. A chart illustrating how the incentive works can be found in Section 05 of the District Plan.

Emergency Services and Georgetown Recreation, Education and Arts Trust Fund Fee Reduction



Downtown Development Districts

Application for Designation as a District

- All projects will be eligible for a 50% reduction in this fee. The fee is based on the value of the new construction cost and is a sliding scale with a minimum of 0.10% and a maximum of 0.50%. A chart showing the fee reduction amount is included in Section 05 of the District Plan.

Impact Fee (Water and Sewer) Reduction - The fee reduction will be based on the type of use. Projects of a commercial nature will be afforded a 20% reduction in water and sewer impact fees. Mixed use projects (commercial and residential) will allow for a 35% reduction in fees. The fee calculation will be based on one initial EDU with additional EDU's being calculated at the end of the first 12 months in operation. A table illustrating the fee reductions is included in Section 05 of the District Plan. As mentioned above, there are many up-front costs associated with development and this is another incentive that will help lessen the cost burden.

Zoning – Investigate zoning code alternatives such as an overlay district or form-based code document that may be developed, adopted and applied to the properties within the District. The possible code modification would use many of the recommendations from the Historic District Study Committee including creating sub-districts based on types of roads / streets and using the proposed permitted uses as a starting point. The existing Design Guidelines for East Market Street along with the town wide Development Design Standards will be used for design guidelines. An overlay district or form-based code could yield higher quality development based on design criteria and expedited approval process.



Downtown Development Districts

Application for Designation as a District

Summary of Local Incentives - continued 20%

Summarize the package of Local Incentives, and describe how these incentives will work in concert with the Downtown Development District benefits to encourage revitalization and economic development in your proposed District (please limit your response to 750 words or less).

The Town is offering a wide-ranging list of local incentives that should benefit property owners, developers and new businesses with projects of all scales. The Town understands how costly development projects are and have focused on trying to alleviate some of those costs through the provided incentives. Benefits to property owners, developers and businesses include:

- Providing an existing, or new, property owner a significant cost avoidance which will free up funds for use on other aspects of their project.
- Alleviating the high cost associated with development projects. All the incentives will help to lessen the financial burden.
- Fee waivers and reductions help lessen up-front costs.

The Town as a whole will also benefit from the provided local incentives by:

- Potentially bringing construction jobs with workers that will spend money in the local, downtown economy.
- At the completion of a project, depending on what type, new jobs, residents and visitors will have a significant impact on Georgetown economy.

Section 5 gives two hypothetical scenarios of how potential developers could benefit from the provided incentive package. Scenarios are provided for a potential renovation project as well as new construction.



Downtown Development Districts

Application for Designation as a District



Downtown Development Districts

Application for Designation as a District

Legislative Body Resolution

Note: All local governments must provide a resolution from the local legislative body, even those with an application on file from a previous round. Applicants with applications on file must provide a resolution acted upon during the current application period. Resolutions from 2014 will not be accepted.

Instructions: Attach a resolution that has been adopted by the legislative body of your municipality or county. The resolution must affirmatively indicate that the legislative body supports the application for designation as a Downtown Development District and is willing to adhere to the District Plan and the Local Incentives for the duration of the District designation.

Date of Resolution May 11, 2016

Resolution Number 2016-3

Resolution Attached.

Downtown Development District Application Appendices

District Boundary Map

Future Land Use Map

Existing Land Use Map

Zoning Map

Census and Additional Data

2010 US Census

Crime Maps & Charts

Code Violations

Town of Georgetown Downtown Development District Plan

Letters of Support

Mrs. Ruth Briggs King, State Representative - 37th District

First State Community Action Agency

Sussex County Habitat for Humanity

La Esperanza

CHEER

The Voice Radio Network

Greater Georgetown Chamber of Commerce

Mr. Brian G. Pettyjohn, State Senator - 19th District

NCALL Loan Fund

Historic Georgetown Association

Georgetown Historical Society

Sussex County Economic Development Office

Aleman Investment Group, LLC

Harrison House, Georgetown

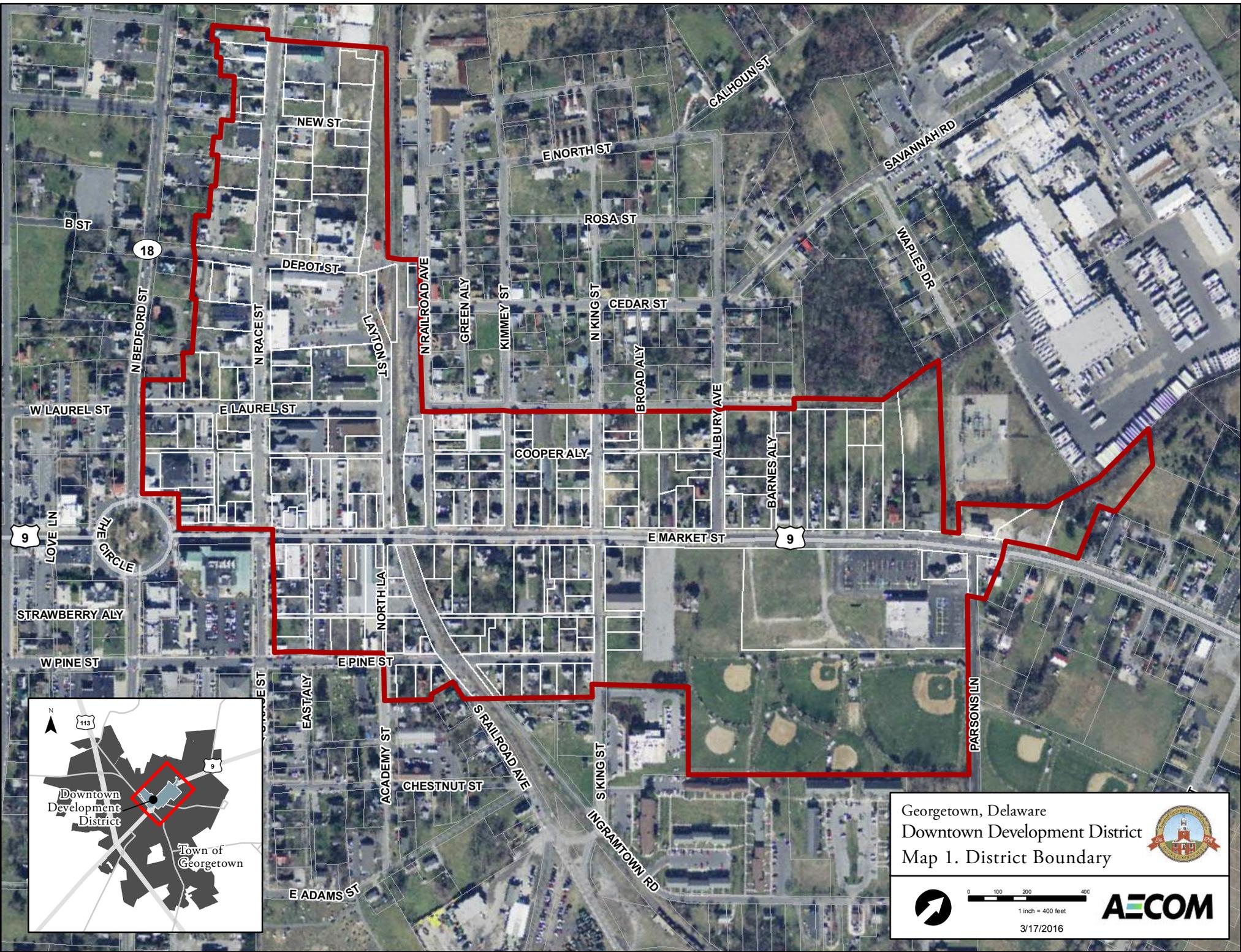
Georgetown Square

Local Incentives

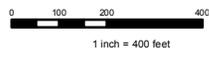
Facade, Sign and Awning Improvement Grant Program

Realty Transfer Tax Exemption – 1st Time Homebuyers

Resolution

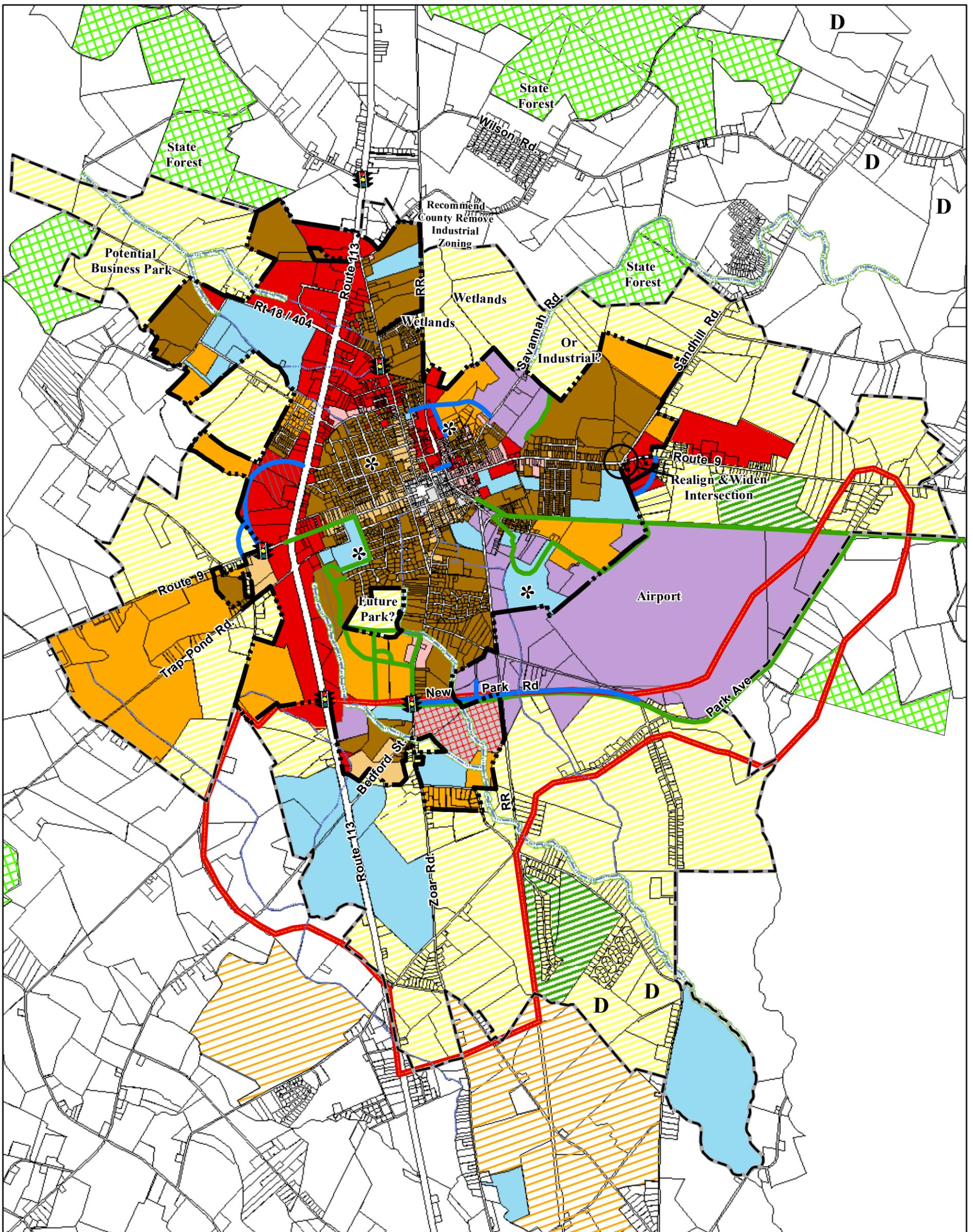


Georgetown, Delaware
Downtown Development District
Map 1. District Boundary



AECOM

3/17/2016



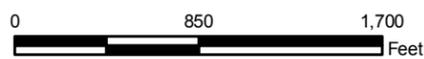
As Adopted by Town Council on January 13, 2010.

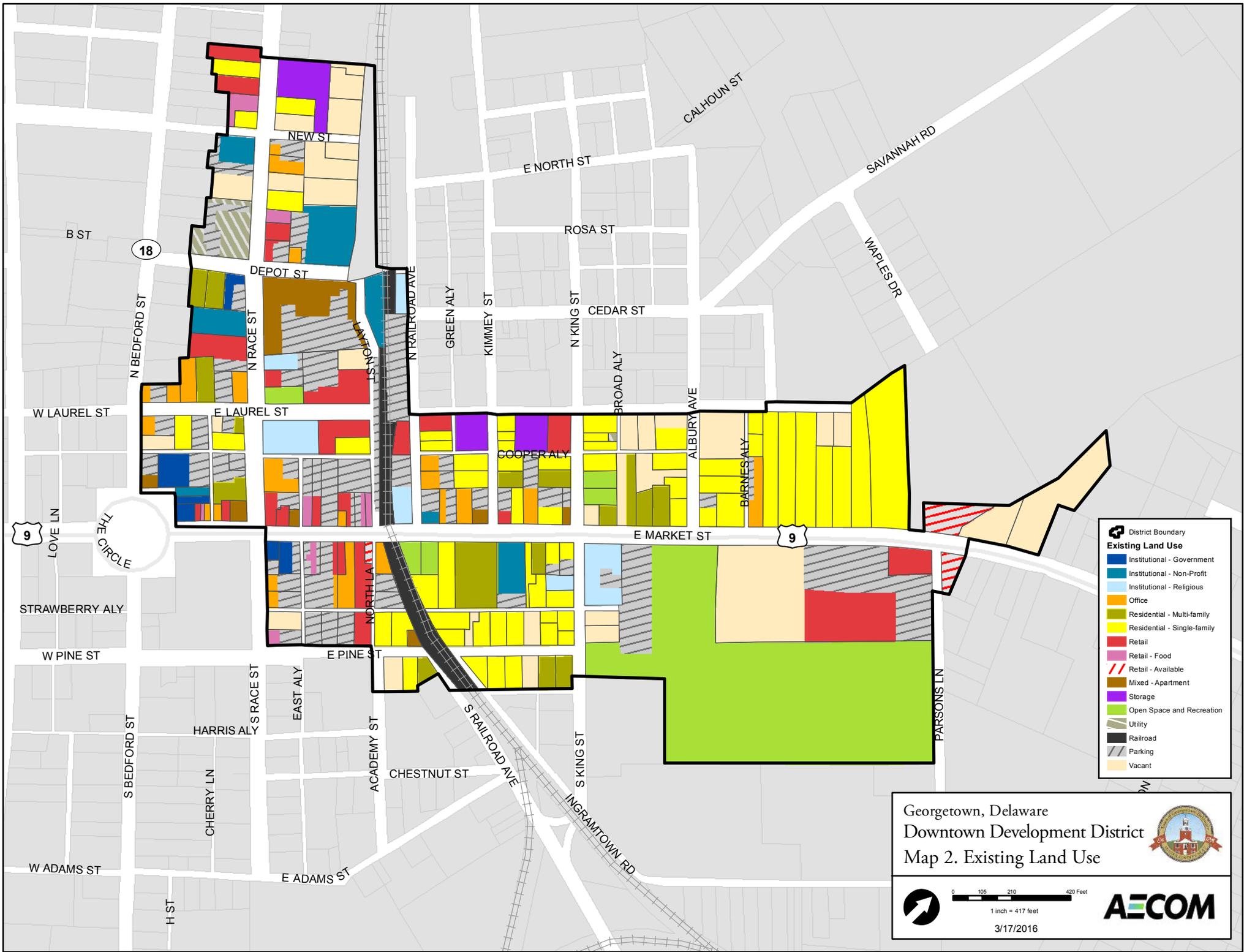
Town of Georgetown Comprehensive Plan

- Education and Community Facilities
- Existing Golf Courses & Private Recreation Site
- Commercial
- Commercial / Medium - High Density Residential
- Limited Commercial/Airport Approach
- Downtown Revitalization-Historic Preservation Emphasis
- Light Industrial & Airport
- Neighborhood Business
- Future Low Density Residential (Promote Cluster Option; More Intensive Zoning May be Considered in Future Depending upon Road and Sewage Improvements and Possible Use of Transfer of Development Rights)
- Medium Density Residential / Office
- Medium Density Residential
- Medium High Density Residential (with some Neighborhood business allowed)
- Area of Proposed Cooperative Sub-Regional Planning



- D Major Proposed Developments in Annexation Area
- T Future Traffic Signals
- State-Designated Agricultural District (Temporary limits on number of new homes eligible for Permanent Preservation)
- Permanently Preserved Lands (Includes State Forests and Land Preserved by Easements)
- Potential New 2 Lane Roads
- Proposed Trails
- 2007 Town Boundaries
- Future Potential Annexation Boundary
- Ditches (approximate locations)
- Conservation Buffer Along Waterways
- * Permanently Preserved Lands under Delaware Land-Water Conservation Trust Fund.





District Boundary

Existing Land Use

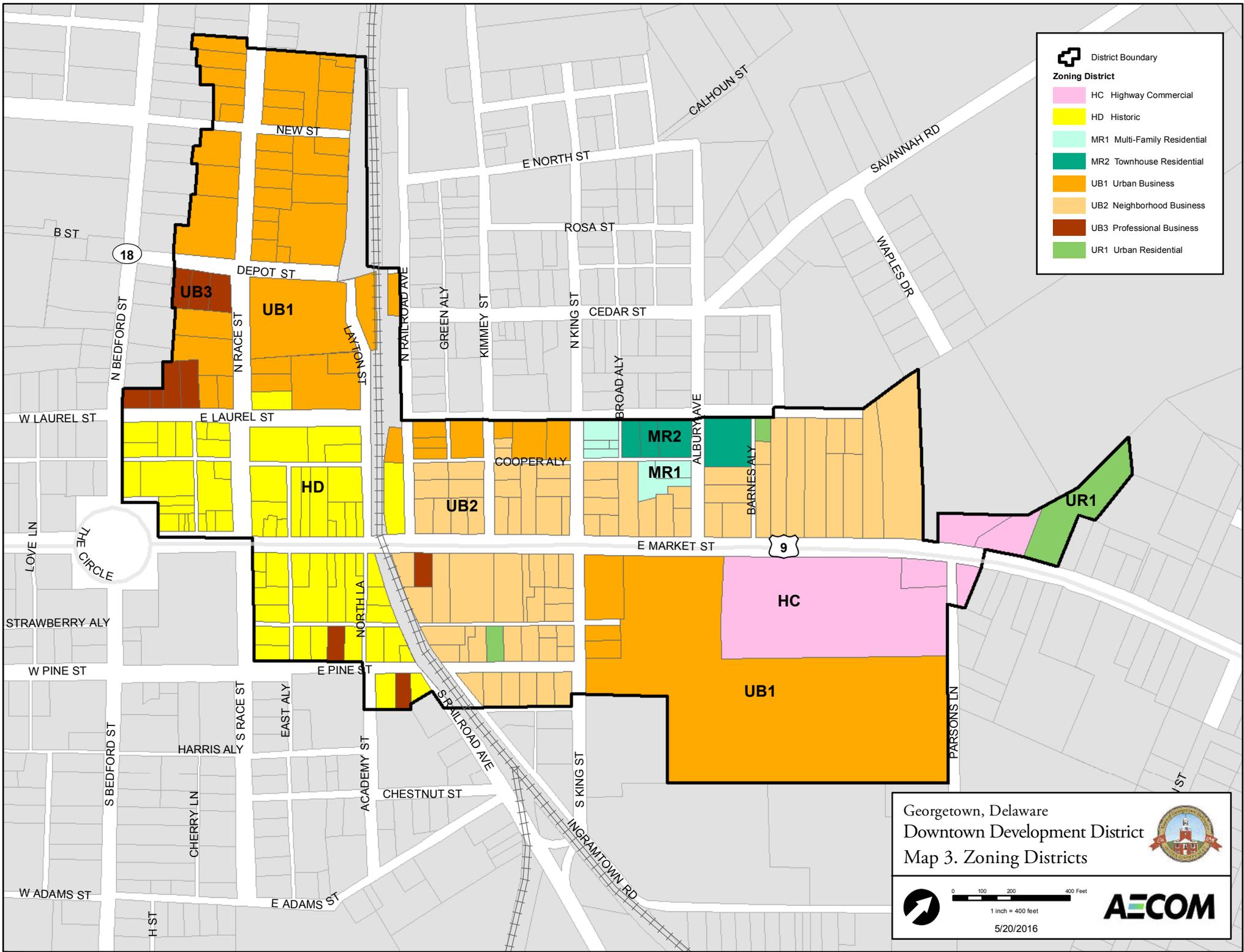
- Institutional - Government
- Institutional - Non-Profit
- Institutional - Religious
- Office
- Residential - Multi-family
- Residential - Single-family
- Retail
- Retail - Food
- / / Retail - Available
- Mixed - Apartment
- Storage
- Open Space and Recreation
- / / Utility
- / / Railroad
- / / Parking
- Vacant

Georgetown, Delaware
 Downtown Development District
 Map 2. Existing Land Use



0 105 210 420 Feet
 1 inch = 417 feet
 3/17/2016



District Boundary

Zoning District

- HC Highway Commercial
- HD Historic
- MR1 Multi-Family Residential
- MR2 Townhouse Residential
- UB1 Urban Business
- UB2 Neighborhood Business
- UB3 Professional Business
- UR1 Urban Residential

Georgetown, Delaware
 Downtown Development District
 Map 3. Zoning Districts



0 100 200 400 Feet
 1 inch = 400 feet
 5/20/2016




Required US Census Data

Sources:

A U.S. Census Bureau, 2010 Census

B U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

C City and Tracts- HUD 2015 LMISD National Data Set, based on 2006-2010 ACS

	Town	Tracts*	Tracts**	Blocks	Source
Total Population	6,422	11,465	5,998	1,663	A
Median Household Income	\$42,905	\$43,414	\$43,004		A
Poverty Rate, All People	19%	39.70%	37.52%		A
% Housing Built 1949 or Earlier	11.40%	17.84%	32.72%		B
% Homeownership	49.60%	56.80%	47.46%	19%	A
% Rental	50.40%	33.60%	43.42%	71.80%	A
% Vacant Housing Units	9%	9.60%	9.12%	9.20%	A
Median Home Value	\$207,800	\$200,450	\$212,450		A
% Low/Mod Income	55.84%	52.07%	65.44%		C

*Tracts include areas outside the incorporated Town.

**Portions of Tracts within the District, Source: 2006-2012 American Community Survey 5-Year Estimates

Census Tract (s) that include proposed District:		
505.03	505.04	

Census Blocks that most closely correspond to proposed District:			
1048	1075	1091	2041
1049	1076	1092	2042
1057	1079	1093	2043
1059	1080	1097	2044
1060	1081	1098	2045
1067	1082	1099	2046
1068	1083	2036	2053
1069	1084	2037	2054
1074	1090	2039	2055

Comparison between Sussex County and Town of Georgetown

Sources: U.S. Census Bureau - 2010 Census; 2010-2014 American Community Survey 5-Year Estimates

	2000							
	Population	Median HH Income	Poverty Level	Homeownership Rate	Rental Rate	Vacant Housing Rate	Median Housing Value	Median Rental Value
Sussex County	156,638	\$39,208	10.5%	80.7%	19.3%	32.8%	\$122,400	\$507
Georgetown	4,643	\$31,875	25.1%	50.0%	50.0%	6.4%	\$85,600	\$487

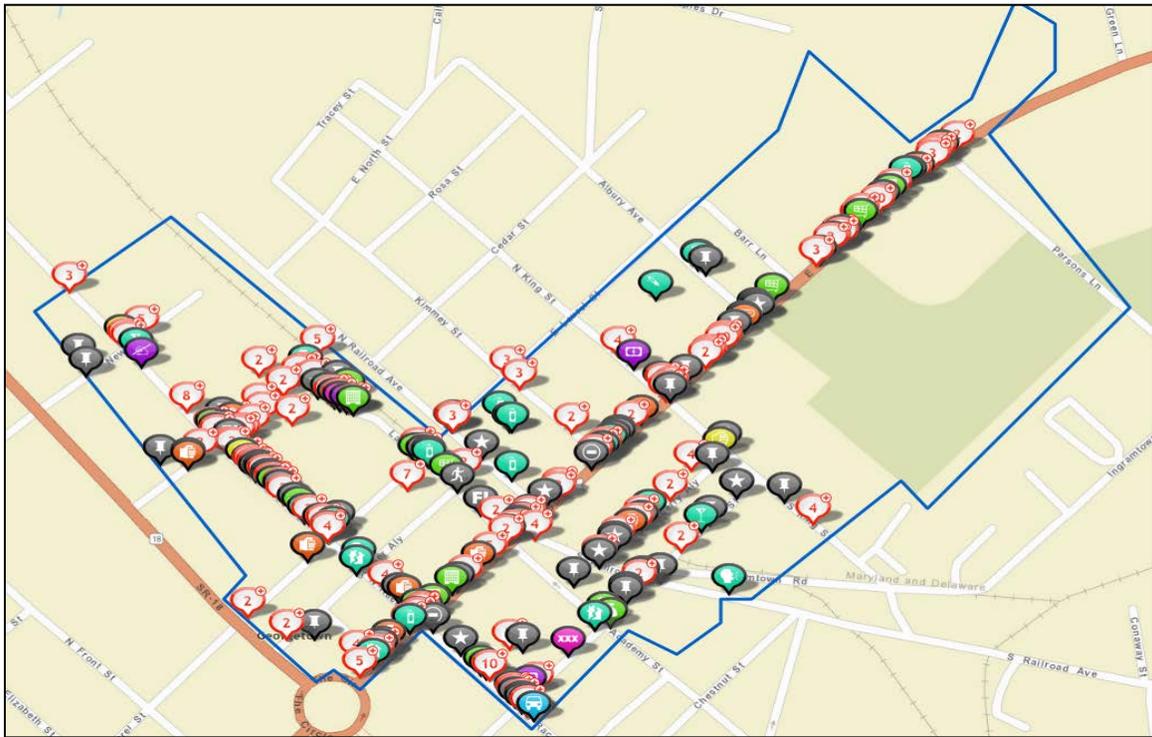
	2010							
	Population	Median HH Income	Poverty Level	Homeownership Rate	Rental Rate	Vacant Housing Rate	Median Housing Value	Median Rental Value
Sussex County	197,145	\$51,046	11.7%	78.6%	21.4%	35.5%	\$240,700	\$896
Georgetown	6,422	\$42,905	19.0%	49.6%	50.4%	9.0%	\$207,800	\$772

	2010 - 2014 Estimates							
	Population	Median HH Income	Poverty Level	Homeownership Rate	Rental Rate	Vacant Housing Rate	Median Housing Value	Median Rental Value
Sussex County	203,737	\$52,710	13.3%	78.1%	21.9%	37.8%	\$236,600	\$954
Georgetown	6,650	\$47,525	25.2%	48.4%	51.6%	12.30%	\$220,000	\$1,063

For Time Period of January 1, 2013 – December 31, 2015

Proposed District Shown in **Blue Outline**

Source: Town of Georgetown Police Department, Delaware Justice Information System, Crime View Software



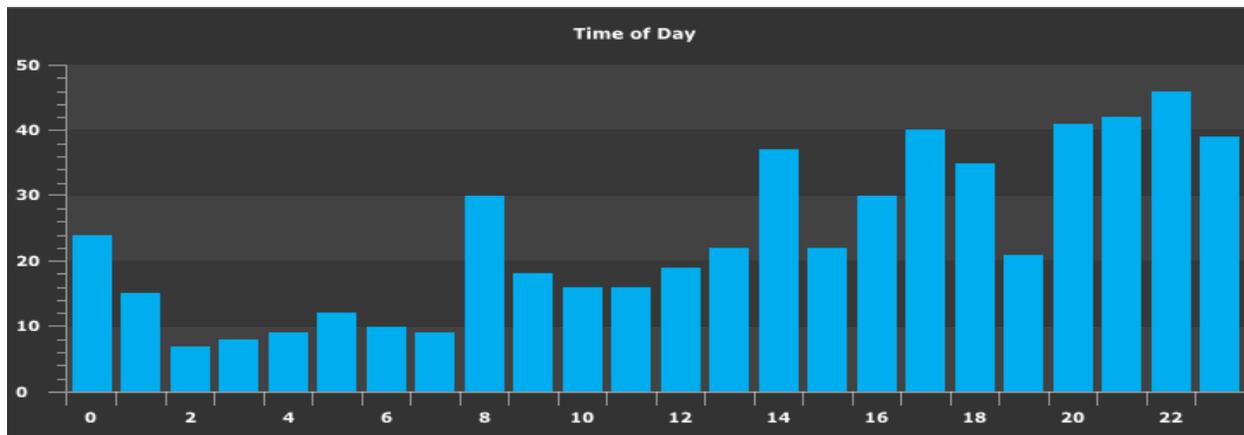
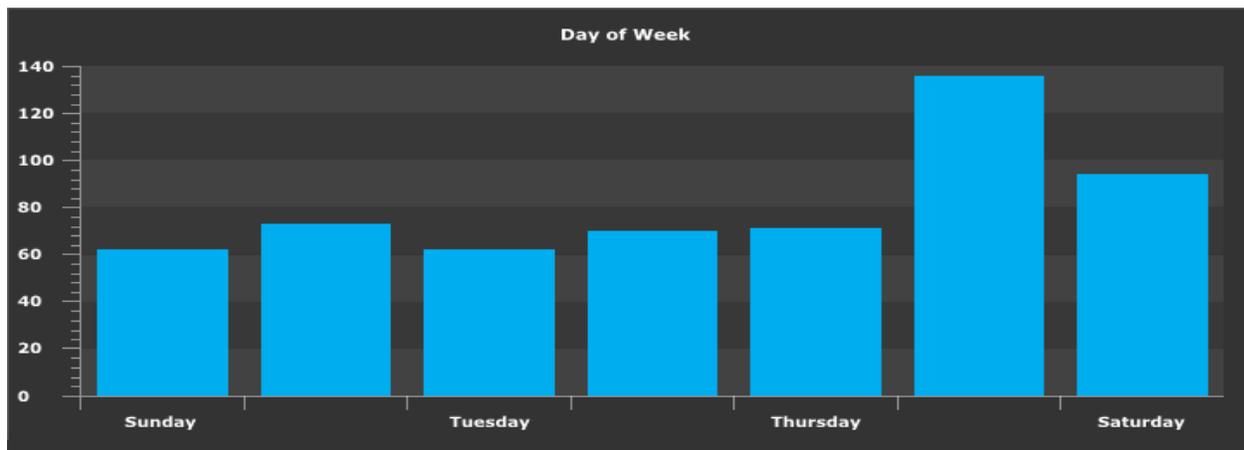
Both maps display the same data, however the map above utilizes pins and below is a heat map. The heat map clearly shows a higher concentration of reported activity in the area of North Race Street and Depot Street.



The following is a list of the criminal activity highlighted on the maps above.

10	LARCENY - ALL OTHER	14	AGGRAVATED ASSAULT
36	LARCENY - FROM BUILDING	85	ALL OTHER OFFENSES
7	LARCENY - FROM VEHICLE	7	BURGLARY - ALL OTHER
75	OTHER	12	BURGLARY - COMMERCIAL
3	RAPE	8	BURGLARY - RESIDENTIAL
5	ROBBERY - ALL OTHER	16	DISORDERLY CONDUCT
6	ROBBERY - GUN	32	DRUG VIOLATION
17	ROBBERY - STRONGARM	12	DRUNKENNESS
3	RUNAWAY	25	DUI
36	SIMPLE ASSAULT	26	FAMILY OFFENSE
7	SUSPICIOUS	3	FIELD INTERVIEW
13	TRESPASSING	7	FORGERY
35	VANDALISM	20	FRAUD
12	WEAPONS OFFENSE	10	INTIMIDATION

The charts below indicate the day of week and time of day the reported incidents occurred.



Code Enforcement Case Report – Code Violations within Proposed Downtown Development District
Time Period of January 1, 2013 – December 12, 2015

Source: Town of Georgetown

Total Number of Cases: 2202

Number of Violations per Code Enforcement Case

# of Violations	# of Cases	Percentage
1	786	35.69%
2	590	26.79%
3	429	19.48%
4	278	12.62%
5+	119	5.40%
Total	2202	

Most Frequent Code Violations:

- Detrimental Objects
- Maintenance of Trees and Other Vegetation
- Vehicles Wrecked, Dismantled, Inoperable or Unregistered on Private Property
- Condition of Premises, Including Exterior of Building

The Town of Georgetown has been proactively working to identify and close the code enforcement violation cases.

Number of Cases Still Open: 145

Most Frequent Violations Still Open:

- Rental / Business License
- Detrimental Objects
- Parking & Vehicle Violations



TOWN OF GEORGETOWN

DOWNTOWN DEVELOPMENT DISTRICT PLAN

May 2016

Mayor & Council

William E. West, Mayor
Stephen M. Hartstein, Council Member – Ward 1
Rebecca Johnson-Dennis, Council Member – Ward 2
Christine C. Lecates, Council Member – Ward 3
Robert L. Holston, Jr., Council Member – Ward 4

Eugene S. Dvornick, Jr. – Town Manager

Planning Commission

Gary Tonge, Chairman
Sue Barlow
Linda Dennis
John Painter
Bob Ricker

Jocelyn H. Godwin – Planning Administrator

Special Thanks

Delaware Economic Development Office
Delaware Department of Justice
Delaware State Housing Authority
Office of State Planning Coordination

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Carolyn Green, Property Owner
Mary Haller, Property Owner
John Rishko, Rental Property Owner
Pat Ryan, Local Business Owner
Harrison Saunders, Local Business Owner
Gary Tonge, Planning Commission
Michael Vasilikos, Georgetown Square
Chris Washington, Property Owner
Bruce Wright, First State Community Action Agency

Project Funding

The development of this plan was fully funded through the Neighborhood Building Blocks Fund.

This Fund is intended to support crime reduction, neighborhood revitalization, and Economic development programs statewide.

Consultant

AECOM



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01 INTRODUCTION



01 INTRODUCTION

PURPOSE & NEED

People often refer to downtowns as the “heart” of the community. Like a heart, the downtown pumps life and energy into the rest of the city or town. Busy streets and sidewalks, creative store fronts and colorful streetscapes all help contribute to the character and vibrancy of downtowns. It is critical to cities and towns that they continuously make improvements to their downtowns to ensure the “heart” of their community is always thriving and lively. To help our downtowns and neighborhoods become more dynamic and vibrant places, the Delaware General Assembly enacted the Downtown Development Districts Act in 2014, which helps our cities and towns create designated areas that can then qualify them for significant development incentives and other State benefits. The Town of Georgetown is seeking Downtown Development District (DDD) designation as an integral component to its comprehensive economic, housing and community development initiatives. The goals of the designation are to:

- Spur private capital investment in commercial business districts and other neighborhoods;

- Stimulate job growth and improve the commercial vitality of such districts and neighborhoods;

- Help build a stable community of long-term residents by improving housing opportunities; and

- Assist local governments in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses and residents from all walks of life

Georgetown received a Neighborhood Building Blocks Fund Grant in 2015 to develop a DDD Plan, in order to one day apply for State designation under this program. The grant, funded by a JP Morgan Chase settlement agreement, awarded \$45,000 to Georgetown to engage a planning consultant and prepare a District Plan. The District Plan identifies needs, challenges and opportunities within the designated downtown, establishes a shared vision and goals for the downtown, and recommends development strategies and incentives to achieve this vision. The planning process for the Plan included an extensive stakeholder and public outreach process, including the formation of a Task Force.

Georgetown’s downtown has strong bones, rich in history with the capacity and infrastructure to absorb growth. The amount of planning documents and efforts speaks volumes about the Town’s design expectations in the area as well as its political will to cultivate positive and context sensitive change. The Town has invested in planning studies and actions that address downtown development, including the 2010 Comprehensive Plan, East Market Street Design Standards, Historic District Study Committee, Downtown Façade Improvement Program, and the Branding Initiative and Beautification Efforts Improvement Program. The Town has also made many public investments in the downtown including, but not limited to: improving public spaces such as Wilson Park and developing the Town’s first public playground on North King Street, beautifying the streetscapes such as tree plantings and sidewalk upgrades along Market Street, and improving pedestrian safety and mobility such as crosswalks and signage around the Circle.

While the Town has set forth great energy and taken many steps forward, the downtown still faces many challenges. These challenges first include creating the right mix of uses and promoting day and night economic activity. As the Sussex County Seat the Town consists of mostly weekday daytime activity resulting from the courthouse and government employment. The Town desires to create a more vibrant, 24-hour community where people stay after work to dine, shop and recreate. The downtown would benefit from a wider range of options to engage community residents after hours. It is difficult for a business to be more successful if it is not open during the hours when most people have free time – evenings and weekends.

Second, the downtown struggles to compete with the commercial retail along the Route 113 corridor. In a 2008 community market analysis, confirmed by an online survey conducted for this Plan, shoppers reported that Wal-Mart and the Georgetown Plaza Shopping Center on Route 113 were their top shopping destinations.

In addition to providing a mix of pedestrian-oriented uses, a third challenge is to improve the physical walking environment. Many times throughout the day it is difficult to cross Market Street, Bedford Street and the Circle. This discourages a person from visiting multiple businesses and discourages persons employed in the downtown from visiting businesses over their lunchtime and after work.

Other challenges and needs include reducing the amount and perception of crime within the

District area, providing the appropriate amount of parking in strategic locations, enhancing gateways and maintaining the Town's unique historic character. The Town further desires to physically and culturally connect adjacent neighborhoods with minimal adverse impact, as well as promote economic and social diversity within the downtown area.

BENEFITS

The Town District Plan and DDD designation will result in an additional mix of uses, beautifying the streetscape, and marketing and stimulating economic activity. A live-work-play community requires a mix of residential, retail, service and entertainment uses. Market, economic and social diversity will create a more vibrant place and strengthen the downtown's market position. DDD designation will promote and incentivize infill development of prime vacant and underutilized lands in key locations in the downtown which will in turn be a catalyst to spur redevelopment and physical improvements elsewhere in the District and surrounding neighborhoods.

Designation will help leverage and 'make the case' for other funding opportunities for private and public projects that improve the downtown aesthetic and function, as well as public health and safety. Improvements would make the streets more pedestrian friendly and beautify the public realm generating street activity and foot traffic. Pedestrian activity means more visits to downtown establishments, and puts more 'eyes on the street' creating a safer and more comfortable environment. Such physical improvements may include new street amenities with tree plantings, pedestrian scale lighting, or street furniture such as benches and trash/recycling receptacles. They may also include façade improvements with creative window displays and signage, or adaptive reuse and restoration of underutilized buildings with historical and/or architectural value.

In addition, marketing, promotion and additional downtown branding efforts are needed to encourage local residents, employees, and visitors to regularly visit downtown businesses and community events. Businesses need to be organized and set forth joint promotions, advertising, marketing and special events. Through designation the Town would also be able to better focus on business recruitment and investment incentives, while maintaining an inventory of available business space and publicizing commercial opportunities.

In short, Downtown Development District designation by the State will be a catalyst for public and private investments. Designation will assist to make the entire District, and strategic sites in the downtown, market-ready, and attract and incentivize private capital investment by entitling private construction projects to receive grants and other local incentives. While designation is not guaranteed, this District Plan will be used as the primary tool to not just stimulate economic activity within the downtown, but to also guide this activity through strategic, efficient and sound investments.

DISTRICT PLANNING PROCESS

Task Force Role

The Task Force members were hand-selected to represent the many interests of the Town. The members of the group included residents, property and business owners, a member of the Chamber of Commerce, a County representative, members of local organizations, Planning Commission members, town staff and planning consultants. The planning consultants helped facilitate the meetings by preparing documents and visuals to be used during the meetings, and presenting the topics to be discussed at each meeting. With their vast knowledge of Georgetown, the Task Force led the discussion providing insight and the path forward in creating the DDD Plan.

The Task Force met on six separate occasions:

Task Force Meeting No. 1 | Kick-Off

The Task Force Kick-off meeting was held on October 26, 2015 at the First State Community Action Agency. Nine Task Force members were present to hear the consultants discuss background on the 2014 Downtown Development District Act, Neighborhood Building Blocks Fund Grant and Georgetown NBBF grant application. The overall project scope and schedule was discussed as well as project roles and responsibilities. A brief overview of recent projects, organizations, and investments was given that lead into a discussion of the District's demographics and existing conditions. Members were introduced to their homework assignment – a SWOT analysis – where they were asked to walk the District area and think about its strengths, weaknesses, opportunities and threats. Members were also asked to begin thinking about draft goals and objectives, as well as potential survey questions.

Task Force Meeting No. 2 | Visioning

The second Task Force meeting focused on visioning activities and was held on November 23, 2015, also at the First State Community Action Agency. Task Force members heard the consultants review five model projects: Winchester, VA; Apex, NC; Milford, DE; Keswick Village, PA; and a mixed-use Habitat for Humanity project. Consultants also discussed lessons learned in interviewing staff from these and other "model" towns. Participants were asked their opinions on the proposed District boundaries. The SWOT analysis that had been assigned as homework for the first meeting was discussed in depth (See Appendix). Draft survey questions were introduced to Task Force members for their review and comment. Members were also reminded to continue working on their draft goals and objectives homework and to attend the community outreach event – Project Display / Holiday Photo Booth – being held in conjunction with the annual Christmas Parade.

Task Force Meeting No. 3 | Goals & Strategies

The third Task Force meeting focused on goals and strategies and was held on January 27, 2016 at the Georgetown Train Station. For this meeting Task Force members heard an overall review of the online survey. There was also a finalization of the District boundary and further discussions of the SWOT analysis that began during the second Task Force meeting. Attendees discussed their goals and objectives for the Downtown Development District Plan and they were asked to start thinking about possible incentives that the Town could consider as part of their local incentive package.

Task Force Meeting No. 4 | Strategies & Incentives

The fourth Task Force meeting focused on strategies and incentives, and was held on February 29, 2016 at the Community Center in the Village of Cinderberry. During the meeting Task Force members added to the list of goals and objectives that were discussed at the previous meeting, and decided to look at prioritizing the goals when written in the draft format. The majority of the meeting was spent discussing potential strategies and incentives. Ideas for incentives were presented as a starting point to the discussion.

Task Force Meeting No. 5 | Draft Plan

The fifth Task Force meeting centered on finalizing the proposed incentives and a review of the draft Downtown Development District Plan, and was held on March 23, 2016 at the Community Center in the Village of Cinderberry. Task Force members were provided a copy of the draft plan to review prior to the meeting. Everyone was given an opportunity to discuss needed revisions to the draft. The proposed incentives discussed at the previous meeting were also reviewed. A new incentive was introduced, form-based code, with a brief overview of what form-based code is and how it could be applied as an incentive. The Task Force members felt an additional meeting was needed to do a more in depth review of form-based code and how it could benefit the Town as an incentive.

Task Force Meeting No. 6 | Incentives & Form-Based Code

The last Task Force meeting focused on form-based code and finalizing the incentives, and was held on April 4, 2016 at the Community Center in the Village of Cinderberry. The discussion on form-based code used documents put together by the Office of State Planning and the Institute for Public Administration at the University of Delaware titled Form-Based Codes, A Primer for Delaware Municipalities as a general overview of what form-based code is and how it differentiates from conventional zoning. As part of this discussion, the group also reviewed permitted uses. It was agreed that form-based code would be an essential incentive and was included to the list of proposed incentives.

Stakeholders & Partnerships

Town of Georgetown | The Town will work to promote the District Plan, administer the in-

centives and work on completing the strategies put forth in the Plan. The Plan can be used as a tool to support the reasons developers and business owners should come to Georgetown. The Town can simultaneously work to complete the strategies over the course of the designation. The Town will also continue their branding and marketing efforts. The Town recently went through a re-branding process and developed a new town logo, motto, color palette, etc. giving the Town website and other published materials an updated and cohesive look. These re-branding efforts can be put towards a marketing campaign putting focus on the District, looking to attract new residents and visitors as well as potential developers.

First State Community Action Agency | Community Action Agencies (CAA) are private nonprofit or public organizations created by the federal government to combat poverty in geographically designated areas. Status as a CAA is the result of an explicit designation by local or state government. CAAs seek to involve the community, including elected public officials, private sector representatives, and especially low-income residents, in assessing local needs and attacking the causes and conditions of poverty. CAAs reach out to low-income people in their communities, address their multiple needs through a comprehensive approach, develop partnerships with other community organizations, involve low-income clients in the agencies' operations, and administer a full range of coordinated programs to have a measurable impact on poverty. The First State Community Action Agency celebrated 50 years of empowering people and changing lives in 2015.

Georgetown Chamber of Commerce | The Greater Georgetown Chamber of Commerce is a business corporation dedicated to serving its membership. The non-profit 501(c)(6) is organized to promote and advance the business of its members and, through group effort, expand and improve the economic, physical, and social welfare of the Greater Georgetown area. Member benefits include Chamber referrals, broadcast emailing, networking events, special event sponsorships, ribbon cuttings, monthly newsletter, low-cost advertising, Member2Member program, notary services and more.

Historic Georgetown Association | The Historic Georgetown Association (HGA) was formed in 1993 and included Mayor Joe Booth and several members of the Council, Chamber of Commerce, Georgetown Business Association as well as concerned residents. Some of the many important projects the HGA has worked on include the revitalization of Kimmeytown, restoration of the train station and restoring the Town's first fire house. The organization continues to be active in preserving the history and the Town of Georgetown.

Harrison Senior Living | Since May 1985, Harrison Senior Living has been providing premiere senior care at their Georgetown location. Their mission is to provide "excellent healthcare by professional experienced staff in an atmosphere of warmth and concern, opportunities to increase your peace of mind, maintain your dignity and define an exciting new way of life, and a home-like environment to share and create memories under a blanket of

care and services.” Harrison Senior Living also has two locations on the eastern shore of Maryland and two in southeastern Pennsylvania.

Sussex County Economic Development Office | With the motto: Explore, Excite, Exceed the County’s Economic Development Office is the “key business connector in Southern Delaware.” The Office works closely with businesses of all sizes including start-ups and businesses looking to expand or relocate. Recruit and retention are two key words the Office focuses on. Every day Sussex County’s Economic Development Office is striving to ensure all businesses throughout the County are successful through outreach, support and incentives.

Community Outreach

Community outreach is an important component to the planning process. The opinions of residents, business owners and operators, property owners, downtown employees, and visitors help to identify what they think the important issues are that need to be addressed and how they think Georgetown’s downtown can be improved for the future. In the process of creating the Georgetown Downtown Development District Plan, community outreach has come into play through several Task Force sessions that were open to the public (described under Task Force Role), a community outreach event, as well as a Downtown Survey.

A joint workshop for the Town Council and Planning Commission was held on April 13, 2016. The purpose of the workshop was to give an overview of the process of developing the Plan and an overview of the Plan itself. Town Council and Planning Commission members were also given a chance to ask questions. The Downtown Development District Plan went to Town Council for approval at their May 11, 2016 meeting.

Project Display

On December 3, 2015 the Town of Georgetown in conjunction with their planning consultants held a project display at the Old Sussex County Courthouse during the annual Christmas Parade. The purpose of this booth was to display information on the Downtown Development District project, gain feedback on the proposed boundary and SWOT (strengths, weaknesses, opportunities, and threats) analysis, and to encourage attendees to fill out the Downtown Survey (discussed further below). There was a proposed boundary map, as well as District Plan components and information on the Downtown Development District Act for community members to review and ask questions.

Downtown Survey

In December 2015 an online survey was opened to all residents, business owners and operators, property owners, downtown employees, renters and visitors to the Town of Georgetown. Paper copies of the survey were also made available to those without internet access. Postcards describing the Downtown Development District project, as well as requesting comple-

tion of the survey, were distributed at the Christmas Parade, throughout the downtown and emailed. Paper copies that were returned to Town Hall were manually entered into the online survey for data aggregation purposes. A total of 356 responses were collected. Surveys were differentiated for residents/visitors and merchants. The purpose of the survey was to collect information on the frequency and purpose of consumer activity in the Georgetown area, the demand for new and expanded commercial offerings, the factors that influence local consumer shopping decisions, and the needs of local business owners and operators.

Out of the 356 responses 32% were Georgetown residents, 28% were persons employed by Georgetown, 22% were property or business owners and 19% were visitors. When asked about shopping frequencies only 15% said they shop downtown once a week compared to 29% of respondents who said they visit downtown once every few months. About 50% stated the most common time for them to shop downtown would be Monday through Friday before 5 pm. According to the survey responders the major advantages of downtown Georgetown are being able to support local businesses, its small town character and convenient location, while the main disadvantage is the lack of variety of goods and services. The need for more variety in businesses was a reoccurring theme throughout the survey responses. Those taking the survey ranked wanting commercial retail, specialty retail and personal services each at or above 50%. When looking at additional ways to improve downtown Georgetown, people thought an improved appearance and improved parking would be beneficial. People also thought the best ways to help attract people to the downtown would be through a strong marketing campaign that could be used by the Town and businesses, better promotion of Town festivals and events, the creation of an inviting gateway into Town as well as the District, and enforcing property maintenance codes to encourage property owners to maintain their properties. Given the opportunity to be more specific about ideas to attract people and businesses downtown responders wrote: think outside the box, create a healthy blend of activities, advertise on major routes that lead into Town, create kiosks to provide information on locations of goods and services, have an event celebrating the history of Georgetown and create cultural learning opportunities. Many also noted that they thought the Town was moving in a positive direction.

Additional information collected from the survey can be found throughout this Plan. A summary of the Survey results can be found in the Appendix.

District Reconnaissance

District reconnaissance consisted of visiting the Town of Georgetown and performing a walk-through within the Downtown Development District boundaries at the very outset of the planning process. The objectives of the reconnaissance survey were to observe, document, and photograph the existing conditions of the District, including but not limited to types of uses and businesses, urban form, contributing features to community identity and character, property

maintenance and upkeep, redevelopment opportunities, streetscape conditions and overall walkability.

EXISTING DOCUMENTS

Comprehensive Plan

Georgetown's Comprehensive Plan, adopted in 2010, recommends major policies regarding the development and conservation of the Town and adjacent areas over the next decade. It sets out an overall vision for the Town, where Georgetown is a destination showcasing small town charm, historical prominence, cultural diversity and excellence in educational facilities. The Town will continue to be the heart of Sussex County's legislative and judicial activity. It will remain a great place to live, work, learn, shop and play, with affordable homes and a strong sense of community. The underlying vision throughout the Comprehensive Plan is to protect vital resources, improve the quality of life for residents and provide new commercial services to the area, especially those that are not already offered in Sussex County.

The overall goal of the Comprehensive Plan is to continually strive to make Georgetown an even greater place with a strong sense of community, stable neighborhoods, vibrant business areas, high-quality recreation opportunities, a historic character and an excellent quality of life. To help further achieve this overarching goal, the Plan lists 31 sub-goals under a series of topics, many of which are applicable to the Downtown Development District. Applicable goals fell under the topics of Land Uses and Housing, Community Facilities and Services, Transportation, Natural Features, and Putting the Plan into Action. The Comprehensive Plan also included a series of policies to be considered to strengthen the downtown area.

As part of this Downtown Development District Planning process, the goals and strategies relating to the downtown area were evaluated. Those that are still valid and have not yet been completed have been incorporated into this Plan. This Plan has also augmented the goals and strategies found in the 2010 Comprehensive Plan and set forth additional implementation strategies aimed at creating the vision outlined in this Plan's Downtown Vision.

An updated comprehensive plan will be developed in 2016-2017. The 2010 Comprehensive Plan can be found on the Town's website.

Historic District Study Committee Report of Findings and Recommendations

In the fall of 2014 a Historic District Review Committee put together a thorough report on their discussions and recommendations based on a yearlong review of the Town's current Historic

Zoning District. The Committee was tasked with looking at ways to preserve and improve the Historic District. The three topics discussed were permitted uses in the District, design standards and possible expansion of the District. Design standards were tabled and discussed by a separate committee that worked to develop the East Market Design Standards. Some of the recommendations set forth by the Committee included renaming the District to Town Center, permitted uses would be based on sub-districts, creating an overlay district to preserve and protect historic properties, and the Committee felt expanding the District was not necessary. Many of the recommendations from this Report can be used as a starting point to put together a form-based code to apply to the District, which is discussed further in the Local Incentives section.

State Strategies

On April 1, 2011, Delaware Governor Jack Markell signed Executive Order #26 approving an update of the Strategies for State Policies and Spending, originally approved in 1999 and updated in 2004. The strategies represent a combination of state and local land use policies intended to guide State agencies as they make investment decisions. As shown on Map No. 8 – State Strategies, the District and the majority of the Georgetown are within Level 1. Designated Level 1 identifies areas that are most prepared for growth and where the State can make the most cost-effective infrastructure investment for schools, roads and public safety. The State Strategies generally prioritize the most intense State investments in and around municipalities such as Georgetown. These areas typically provide an opportunity for contiguous development that should grow consistently with historic character. The State encourages new development and reinvestment in these areas.

Zoning Regulations and Design Standards

The Town has been proactive in progressing downtown redevelopment by promoting pedestrian-oriented and placemaking principles, and retaining and attracting neighborhood scale businesses. For instance, the Town has zoning and design standards that help protect the downtown character, including the East Market Street Design Standards, and have proposed for consideration in the future a Historic Overlay District.

In general, the mix of zoning districts within the Downtown permit a wide range of uses that is conducive toward creating a vibrant, traditional mixed-use and walkable downtown. However, some permitted uses are antiquated or may be unsuitable for a downtown. Previous planning efforts have recommended prohibiting uses that may have an adverse effect in achieving the desired downtown character, such as "drive-thrus" and auto-oriented business. The Comprehensive Plan recommends that pedestrian-oriented uses be encouraged in the downtown, including retail sales, personal services, offices and restaurants. With few exceptions, the zoning requirements in the District zones generally allow an overall density, rhythm and scale

that are typical of traditional downtowns. A more detailed description and assessment of the zoning districts within the downtown are provided in Section 02 District Existing Conditions.

Greater Georgetown Area Comprehensive Market Analysis

This Market Analysis was an investigation of regional market conditions in order to identify current and future opportunities for business expansion in the Greater Georgetown Area. It included a demographic and economic analysis of the population, a customer intercept survey and inventory of businesses in the 19947 zip code. It also included a comparative analysis of existing and potential retail and food-service sales.

A summary of the Market Analysis findings is as follows:

The primary trade area for Greater Georgetown included Ellendale, Milton, Millsboro, Dagsboro, Frankford, Selbyville, Millville and Ocean View.

More racially and ethnically diverse portions resided in Town; while predominantly white portions with higher average incomes tend to reside in portions outside of Town in suburban areas.

The median and average household income are higher for trade area than for the Town suggesting that residents of Greater Georgetown trade area possess significant purchasing power upon which existing businesses can draw.

The most common times for grocery shopping: Friday, Monday, and Saturday after 5pm

It is more common to shop for non-grocery items between 11am-2pm than to shop for grocery items.

People dined out for breakfast once every few months, and 2-4 times per week for lunch and dinner.

People spent money most frequently on personal care and financial services.

The most common requests for the Georgetown area were for a new movie theater, grocery store, clothing and shoe store, and restaurants (seafood and steakhouse were the most requested restaurants).

The most important factors that influenced where respondents shop were cleanliness, safety and security, lighting and store variety.

The Market Analysis made the following recommendations:

- Develop a market-guided plan for regional economic development;
- Target noteworthy sales gaps for recruitment efforts;
- Track relevant market data;
- Preserve and enhance critical infrastructure and services;
- Connect economic development with comprehensive plans;
- Focus on downtown business-development approaches; and
- Create a more visitor-friendly Georgetown.

CURRENT ORGANIZATIONS & ACTIVITIES

Economic Development & Business Organizations

The following is a list of economic development, business organizations and other stakeholders that the Town can collaborate with to market, brand and promote the downtown as a great place to live, work and visit.

- American Association of University Women- Coastal-Georgetown Branch
- American Legion
- Delaware District III Little League
- Georgetown Chamber of Commerce
- First State Community Action Agency
- Franklin Masonic Lodge #12
- Georgetown Chamber of Commerce
- Georgetown Historical Society
- Georgetown Kiwanis Club
- Georgetown Lions Club
- Georgetown Little League
- Georgetown Millsboro Rotary
- Georgetown Public Library
- Historic Georgetown Association
- Midland Grange #27
- Pop Warner Football
- Red Men Nanticoke Tribe #21
- Sussex Central Ruritan Club
- Sussex County Habitat for Humanity
- Convention & Visitors Bureau for Sussex County
- Delaware Main Street
- VFW Post #2931

Community Events

Georgetown offers many events throughout the year, each offering fun and drawing attention to the character and variety of the greater Georgetown community.

Return Day

Every two years Georgetown hosts this event, which features a parade and festival two days after Election Day. It stems from colonial times when the public would congregate along Georgetown streets two days after the election to hear the results – because it would take that long to deliver them to the courthouse by horseback. The day is marked by a traditional parade around The Circle and the ceremonial “burial of the hatchet” in sand from nearby Lewes, the original Sussex County seat, by leaders of Delaware’s political parties. For the current event, the winner and loser of each political race ride together in a horse-drawn carriage from Georgetown Middle School to The Circle, where they are announced and pass a reviewing stand. Other parade participants include current State officials, high school bands and local pageant winners.

Oyster Eat

In 1937, the Georgetown Volunteer Fire Company established an annual fundraising event known as the “Oyster Eat.” Hundreds gather each February to enjoy the event, which has been recognized by the United States Congress for its historical and cultural significance. One of the biggest social events to take place in southern Delaware, the event has traditionally been men-only, with all-you-can-eat oysters, all-you-can-drink beer and bluegrass music. The Oyster Eat is held each year at the end of February.

Easter Egg Hunt

The Georgetown Chamber of Commerce hosts Georgetown’s Annual Easter Egg Hunt every spring. Hundreds of children search for 5,000 eggs hidden on the Nutter Marvel Carriage Museum property. There is also a moon bounce, face painting, arts and crafts, entertainment and refreshments. The Easter Bunny is also on hand to say hello and take pictures.

Georgetown Farmers’ Market

The Georgetown Farmers’ Market features a wide variety of farmers and their goods – vegetables, flowers, fruit, breads, meats, seafood, organic dairy, baked goods and desserts, specialty products and more. The Market has most recently been hosted at 16 Mile Brewery on South Bedford Street.

Peninsula Bluegrass Festival

Peninsula Bluegrass Inc. is a non-profit organization dedicated to the preservation of bluegrass music. Their festival is held each year on the third weekend of June at the Marvel Museum in Georgetown.

Wings & Wheels | A Georgetown Fall Festival

Wings & Wheels is a family-friendly event that features a “fly-in” of vintage planes, a classic car show, WWII re-enactors, food and craft vendors, all-day entertainment, and amusements and games. The event is held at the Sussex County Airport. The festival, held in the fall, attracts numbers in the thousands.

Caroling on the Circle

This popular event kicks off the holiday season and doubles as a food drive. The annual caroling celebration has donated more than 550,000 canned goods to help those in need.

Christmas Balloon Parade

In early December the Greater Georgetown Chamber of Commerce hosts its Volunteer of the Year Presentation and the annual “Lighting of the Tree” on stage prior to the Town’s Christmas Parade.

Notices of upcoming events within the Town of Georgetown can be found on the Town’s website.

While Georgetown has numerous events that are well attended, there is still an opportunity to promote the downtown and to encourage events that may attract the types of businesses that the community wishes to see in the downtown. In the Downtown Survey, when asked what types of arts and cultural events are best suited for the downtown respondents answered outdoor concerts (77%), seasonal and holiday festivals (76%) and food festivals (72%). Town events currently being held that ranked as the most popular in the survey, including Return Day (71%), the Farmer’s Market (66%) and Concerts in the Park (46%) should be used as successful models when establishing new events.

02 DISTRICT EXISTING CONDITIONS



02 DISTRICT EXISTING CONDITIONS

DISTRICT BOUNDARY

Map 1 - District Boundary delineates the proposed boundary for economic and community development efforts that are part of this District Plan. The District key corridors are East Market Street and North Race Street. Georgetown has some development constraints to overcome as well as many strengths and assets that can be drawn upon to augment the vision and goals for improvement in the Downtown Development District. Georgetown wishes to address several critical issues that may be slowing the Town from meeting its economic potential and capitalize on its many assets and opportunities.

Figure 1. Proposed District



DEMOGRAPHICS

Population

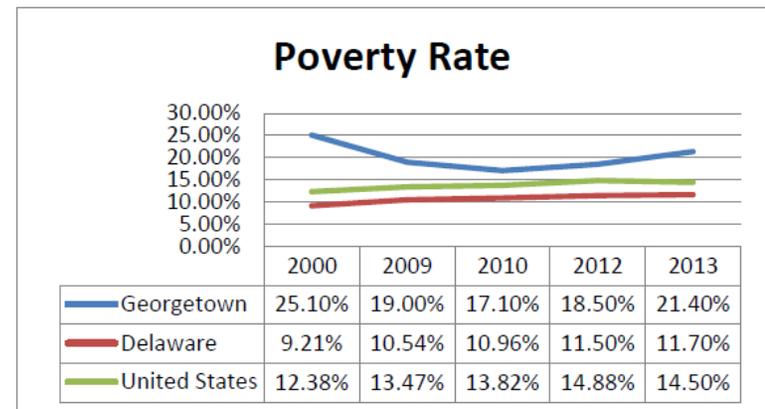
Georgetown's estimated population in 2013 was 6,741, a slight increase over the 2010 US Census count of 6,422, but a 45% increase to the 2000 population of 4,643. While the populations of both Sussex County and the State of Delaware increased somewhat significantly

between 2000 and 2013, 32% and 18% respectively, Georgetown's increase exceed both by a fairly strong amount during the same time period. Census Blocks that approximate the District boundary showed a 2010 US Census count of 1,663, an increase of just over 8% from the 2000 Census count of 1,538. The 2013 estimates were not available at the Block level.

Income & Poverty

Median household income within the Town was estimated to be just under \$48,000 in 2013, almost \$12,000 below the State median of \$60,000. Median per capita income was \$19,600, compared to the State's \$28,200. The 2009-2013 American Community Survey lists Georgetown's poverty rate as 21.4%, a rate almost twice that of the State's 11.7%. While both the State and the nation have been experiencing slight, but steady, increases to the poverty rate since 2000, Georgetown actually saw an 8% decrease in this rate from 2000-2013, but has had a sharper increase since that time.

Figure 2. Poverty Rate



Crime

Over the years crime has become an increasing problem throughout the Town. Using Crime View software through the Delaware Justice Information System, the Town focused crime statistics within the proposed District. Between January 1, 2013 and December 31, 2015 there were almost 550 incidents reported. The Heat Map below shows the outline of the District in blue and density of criminal activity reported. As the map indicates there is a high concentration of reported activity along North Race Street. The most frequent types of crime

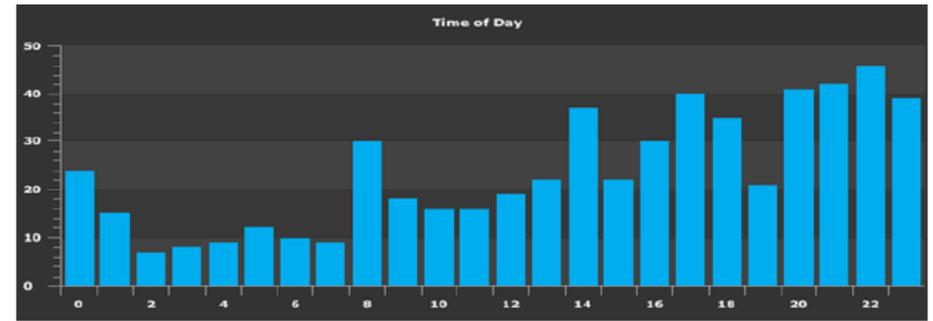
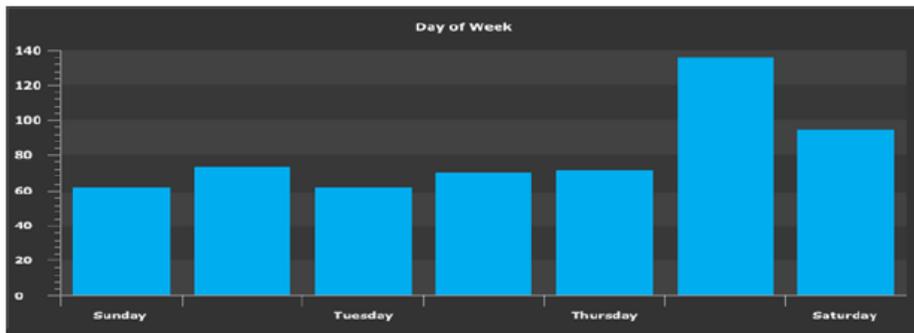
committed between this time included larcenies from buildings, simple assaults, vandalism, drug violations, family offenses, DUIs and other offenses not categorized.

Figure 3. Heat Map of Crime



It is also important to analyze when reported incidents occur. Not surprisingly Fridays and Saturdays are when the majority of criminal activity is being reported. It is also not surprising that most incidents occur after 5 PM. However, there were two outlier times at 8 am and 2 pm. In response to a question in the Downtown Survey, 99% of respondents stated that they feel safe during the daytime. However, over a third of the respondents stated that they do not feel safe at night. The majority of these respondents stated the reason they do not feel safe at night is because there are few places open at night which means there are less people are out in the streets. Other related reasons include the fear of crime, having general uncomfortable feeling or concerns of “seedy” areas, and poor lighting.

Figure 4. Crime Stats Based on Day & Time



Homeownership & Vacancy Rates

The Town’s homeownership rate of 47.8% greatly falls behind the County (79%), State (72.5%), and national (64.9%) rates. Within the Downtown Development District the homeownership rate is even lower, at only 19%. Homeownership rates in Georgetown have been consistently lower in recent decades. This can, in part, be attributed to the Town’s mobile population, with high rates of housing moves and occupancy changes. In the latter part of the 1980s, almost half of the residents had moved. In the subsequent decade, over 63% of residents moved. Frequent mobility combined with higher poverty rates, yield lower homeownership rates than the Town would like to see. In addition, Georgetown has seen an increase in vacancy rates from 9% to 13.8% between 2010 and 2013. Most of the vacancies in the latter year can be found in the homeowner market.

Statewide rental housing demand is strong for deeply affordable units (those less than 50% area median income) and market rate units (those above 80% area median income) and the majority of demand for home purchases is from households earning more than 80% area median income.

Georgetown has also experienced a shift not only in the percentage of owner-occupied units versus renter-occupied units, but in the value of those units. The 2000 US Census identified 717 owner-occupied housing units. The majority of these, almost 60% were valued between \$50,000 and \$99,999. Only 7.6% were valued above \$150,000, while 11.7% were valued below \$50,000. The median value was \$85,600. The value of renter-occupied units was not so evenly split. The largest market segment was for the \$300 - \$499 price range, with 31.4% of renters falling in that category. Fewer than 12% of renters paid between \$750 and \$1,500 per month, while 20.5% paid less than \$300. The median rental price paid in 2000 was \$487 per month.

The 2010 Census saw a 51% increase in the number of owner occupied housing units. The values of those units also normalized considerably with 86.5% of units ranging in value from \$100,000 to \$499,999. Just fewer than 11% of units were valued under \$100,000, while

almost 3% were valued over \$500,000. The median value for owner occupied units was \$207,800. The number of renter occupied units also increased, although not as robustly, by 20%. The value of these units was a bit more spread out and skewed toward the higher side with 74% valued over \$500 per month and only 3.3% valued at less than \$300 per month. The median value for renter occupied units in 2010 was \$772.

Unfortunately, 2013 did not continue this forward momentum and instead saw a 32% rate of decline in the number of owner occupied units, although almost 43% (352) of those were valued between \$200,000 and \$299,999. Just over 12% were valued under \$100,000, while 3.4% were valued over \$500,000. The median value for owner occupied units was \$224,000. The number of renter occupied units also saw a 5% rate of decline to 901 units, but the largest segment was that whose value was between \$1,000 and \$1,499 per month. Over 78% of units were valued at over \$500, while just fewer than 4% were valued under \$300. The median rental value was \$1,046. This could be indicative of a number of previously owner-occupied units converting to renter-occupied in the past few years due to difficulties in achieving home ownership (e.g., non-mortgage monthly costs, closing costs, down payment) and the state of the Town's existing housing stock.

Figure 5. Housing & Rental Costs

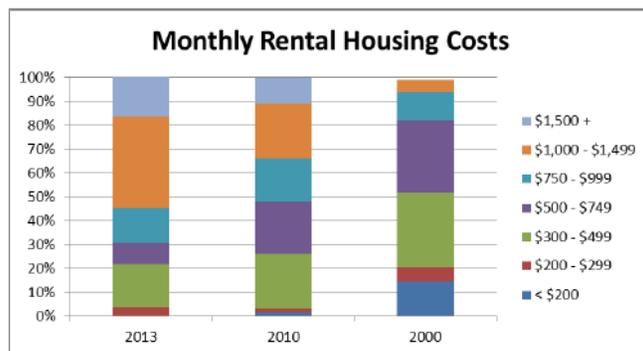
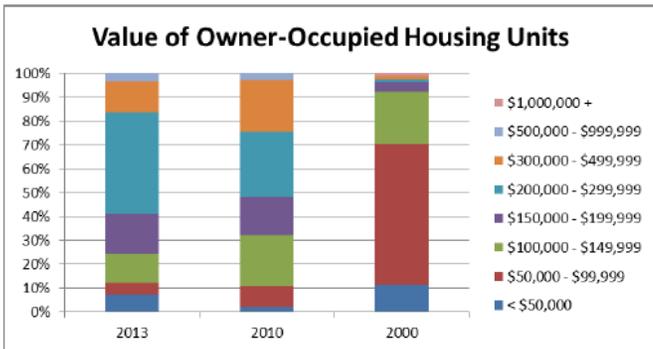


Table 1. Owner & Renter Occupied Housing Costs

	2013		2010		2000	
	No.	%	No.	%	No.	%
Owner-Occupied						
Total Owner Occupied Units	824	-	1085	-	717	-
< \$50,000	60	7.3%	25	2.3%	84	11.7%
\$50,000 - \$99,999	40	4.9%	93	8.6%	422	58.9%
\$100,000 - \$149,999	101	12.3%	231	21.3%	157	21.9%
\$150,000 - \$199,999	137	16.6%	175	16.1%	28	3.9%
\$200,000 - \$299,999	352	42.7%	298	27.5%	9	1.3%
\$300,000 - \$499,999	106	12.9%	234	21.6%	8	1.1%
\$500,000 - \$999,999	28	3.4%	29	2.7%	0	0.0%
\$1,000,000 +	0	0.0%	0	0.0%	9	1.3%
With Mortgage	517	62.7%	833	76.8%	417	58.2%
Without Mortgage	307	37.3%	252	23.2%	300	41.8%
Renter-Occupied						
Total Renter Occupied Units	901	-	944	-	759	-
< \$200	0	0.0%	14	1.5%	111	14.6%
\$200 - \$299	35	3.9%	17	1.8%	45	5.9%
\$300 - \$499	161	17.9%	214	22.7%	238	31.4%
\$500 - \$749	78	8.7%	209	22.1%	230	30.3%
\$750 - \$999	133	14.8%	170	18.0%	89	11.7%
\$1,000 - \$1,499	346	38.4%	214	22.7%	38	5.0%
\$1,500 +	148	16.4%	106	11.2%	0	0.0%

As stated above, in 2010, the latest year data was available at the Block level, there were 478 housing units identified within the Downtown Development District. Of those, 19% were owner occupied, 71.8% were renter occupied, and 9.2% were vacant. In order to take better advantage of the proposed District offerings, Georgetown should try to market this area for additional ownership opportunities to provide stability and protect the health of the business area. In addition to supporting owner occupancy in this area, it is important to encourage property maintenance and rehabilitation for all properties, but particularly rental properties as owner-occupied housing typically has a higher level of property maintenance than older renter housing.

Housing Stock

Almost 40% of Georgetown's housing units were built prior to 1980 and over 29% were built prior to 1960. Thirty years is considered to be the standard life cycle for homes before requiring substantial rehabilitation. It is often financially difficult for homeowners with lower incomes to maintain their homes over time, often leading to postponed maintenance, substandard housing conditions and, without some kind of repair and/or demolition, blight and abandonment. This is true for both owner occupied homes and rental housing. For many low income homeowners the cost to repair aging homes is too costly, and in cases where home values are depressed, the costs of repair do not add sufficient home value to warrant investment. Areas that represent older housing stock and have concentrations of lower-income households

have the potential to become clusters of substandard housing if property maintenance codes are not regularly enforced, something that Georgetown hopes to avoid.

Employment

Georgetown's 2013 population was comprised of 5,080 people aged 16 years and over, with 3,397 of those (or 66.9%) being in the labor force. Three hundred and thirty-one of those in the labor force, or 6.5%, were unemployed. Workers were employed in the following occupations: production, transportation, and material moving occupations (35.2%); service occupations (21%); sales and office occupations (18.3%); management, business, science, and arts occupations (14.7%); and natural resources, construction, and maintenance occupations (10.8%). Most of the Town's residents are private or salaried workers (85.4%), with 11.9% employed by a government entity, and 2.5% being self-employed. Industries representing Georgetown's citizens are shown in the table below.

Table 2. Industries of Employment

Industry	%
Manufacturing	26.7%
Educational Services, Health Care & Social Assistance	16.3%
Retail Trade	11.4%
Professional, Scientific & Management, Administrative & Waste Management Services	9.4%
Construction	7.1%
Arts, Entertainment & Recreation, Accommodation & Food Services	5.5%
Other Services, Except Public Administration	4.4%
Wholesale Trade	4.2%
Agriculture, Forestry, Fishing & Hunting, Mining	3.7%
Public Administration	3.7%
Finance & Insurance, Real Estate & Rental & Leasing	3.4%
Transportation & Warehousing, Utilities	2.9%
Information	1.2%

Education

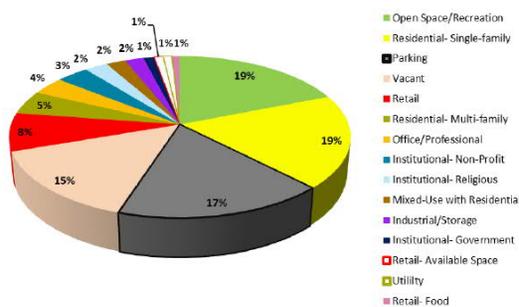
The percentage of Georgetown's population that has a high school diploma or higher has increased since 2000, when 55% of the population had achieved this goal. The percentage of the population achieving a bachelor's degree or higher has also increased slightly from just under 12.6% in 2000. In 2013, 64.7% of the Town's adult population had graduated with a high school diploma or higher degree and 14.1% had obtained a bachelor's degree or higher.

LAND USE & ZONING

Existing Land Use

Map 2, Figure 6 and Table 3- Existing Land Use display the distribution of each land use type within the District boundaries. The District contains a diverse mix of uses that are well-dispersed throughout. The most prevalent land uses in terms of land area are open space/recreational, single-family and multi-family residential, parking areas and vacant land. These four categories make up 75% of the District area outside of the road and railroad rights-of-way. The 13 acres of open space/recreational land is largely driven by the inclusion of the property owned by the Georgetown Methodist Church; which contains ballfields and open land. While single-family residential uses are dispersed throughout the District, the majority of the area is clustered along the north side of East Market Street between Albury Avenue and Parsons Lane. Retail uses are grouped into three categories of general retail of goods and services, food related retail, and available space; together they make up 10% of the land area. Eight percent (8%) of the District includes institutional uses such as non-profits (ex. Habitat for Humanity), religious uses (ex, Georgetown United Methodist), and state and local government building sites. Offices and professional uses, including law firms, make up 4% of the District land uses. Mixed-use buildings that contain retail or offices on the first floor and residential apartments on the upper floors make up 2%. The remaining land uses include industrial, storage and utility sites.

Figure 6 & Table 3. Existing Land Use



Existing Land Use	Acre	%
Open Space/Recreation	12.9	19%
Residential- Single-family	12.7	19%
Parking	11.8	17%
Vacant	10.0	15%
Retail	5.2	8%
Residential- Multi-family	3.2	5%
Office/Professional	2.5	4%
Institutional- Non-Profit	2.4	4%
Institutional- Religious	1.7	3%
Mixed-Use with Residential	1.5	2%
Industrial/Storage	1.4	2%
Institutional- Government	0.8	1%
Retail- Available Space	0.7	1%
Utility	0.6	1%
Retail- Food	0.6	1%
Total	68.1	100%

It is important to note that as the Sussex County seat, the County Administrative Building and the County Courthouse are located in the downtown and directly adjacent to Downtown Development District boundary. While not located in the District, these uses physically and socially anchor the downtown, and have generated many spinoff uses, such as government and non-profit offices, professional offices such as law and engineering firms, bail bond services and weekday lunch venues.

Zoning

Given the wide range of land uses in the District, it is not surprising that the zoning districts permit a variety of uses. Even though the predominant existing land use is residential, the zoning would permit a transition to commercial uses depending on real estate market conditions. This transition is already evident in the adaptive reuse of several homes along East Market, east of the railroad, extending the retail and office uses eastward.

Map 3- Zoning, Figure 7 and Table 4 display zoning categories within the District boundaries. The District is made up of eight zoning districts, with the urban business zones (UB1- Urban Business and UB2- Neighborhood Business, and UB3- Professional Business) making up the majority (70%) of the area. The UB3 zone permits offices/professional uses. The UB2 zone permits professional uses as well as neighborhood retail type uses such as, barber shops, banks, restaurants and retail stores. The UB1 permits the largest range of uses, including those in the UB2 and UB3, as well as bakeries, cafes, delicatessens, flower shops, and other similar uses. Many of the permitted uses in the UB zones are conducive toward creating a vibrant, traditional mixed-use and walkable downtown. However, it also permits uses that are antiquated or may be unsuitable for a downtown such as wholesale establishments, warehouses, burial vault preparation, drive-in restaurants, telephone stations and frozen food lockers.

The HD- Historic District covers 15% in the center of the District and surrounding The Circle to the railroad. The permitted uses in the HD- Historic District build upon what is allowed UB zones. The Historic District Committee Report prepared in 2014 stated that allowing the same use as the rest of the downtown would result in the Historic District having no individual identity. The Committee recommended modifying the list of permitted uses to promote a more family and business friendly environment and that were unique to the historic character of the Town, which would be a draw to visitors. There are few entertainment, shopping and restaurant venues that would draw visitors, create the opportunity for employees to stay in Town after 5pm, and attract new residents to live, work and play in the downtown. Previous planning efforts have recommended prohibiting uses that may have an adverse effect in achieving these goals, such pawn shops, adult stores, auto parts, drive-through restaurants, among others. The Comprehensive Plan recommends that pedestrian-oriented uses be encouraged in the downtown, including retail sales, personal services, offices and restaurants.

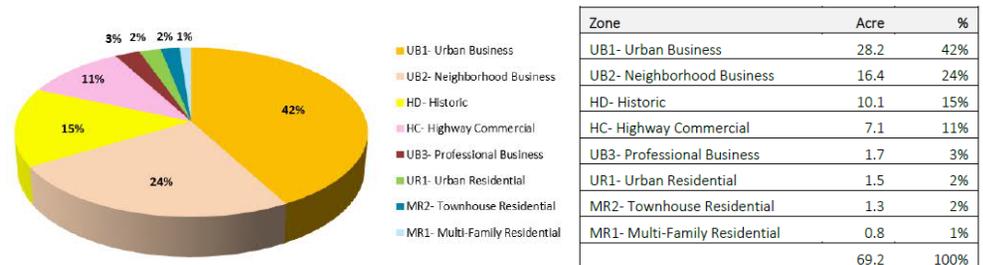
The HC- Highway Commercial zone located at the eastern boundary consists of four parcels making up 11% of the District area. While the uses permitted in the HC- Highway Commercial zone includes uses in the UB zones, it also permits uses that typically exist along highways such as Route 113, rather than a traditional downtown. These uses include auto sales and service stations, car washes, farm equipment sales and service, lumber and storage yards, and mobile home sales and storage. Some of the properties are currently underutilized, are

highly visible and accessible, and are part of the eastern gateway. This area is therefore identified as priority redevelopment area, and is further discussed in the Development Potential section below. It is also noted that the existing land use of the adjacent parcel owned by Georgetown United Methodist Church is open space and recreational; however the zoning is UB1.

Residential uses (UR1- Urban Residential, MR1- Multi-Family Residential, and MR2- Townhouse Residential) are mostly clustered around Cooper Alley between King Street and Albury Avenue, and make up the rest of the District at 5%. All of the zones in the District permit residential uses.

With few exceptions, the height, area and bulk requirements in the District zones generally allow an overall density, rhythm and scale that are typical of traditional downtowns. The HD and UB1 zones offer flexibility and help to foster a pedestrian-oriented scale as they do not have minimum area and setback requirements, which allow a building to be built to the sidewalk and close to each other. The height requirement is 35 feet and three stories, which further helps define the streetscape and create a public realm. The UB2 and UB3 zones require a minimum lot area and lot width of 7,200 square feet and 60 feet, front yard and side yards of 25 feet and 10 feet, and maximum height of 24 feet and two stories. It is noted that the residential zones permit building heights of 35 feet and three stories. The requirements in the HC zone promote larger scale commercial developments. While there are no lot area and width requirements, the front yard is required to be a minimum of 40 feet and the maximum height is 55 feet and five stories.

Figure 7 & Table 4. Current Zoning



DEVELOPMENT POTENTIAL

As shown on Map 4- Development Potential, there are numerous vacant and underutilized parcels that offer opportunities for compatible infill development. There are 32 entirely vacant parcels totaling 10.36 acres and 13 parcels with infill potential totaling 6.5 acres. Lots with infill potential currently contain an occupied building or parking area, but are large enough with large yard areas to be subdivided and accommodate additional development under the current zoning regulations. It is further noted that while the parking areas are used to some extent, they may be underutilized and create unattractive dead spaces on the streetscape. These lots offer an opportunity for higher and more beneficial uses that better fit the downtown historical context and character. As noted above, there is also retail space available in some existing buildings.

While the entire District is available for development, there are some highly visible and notable vacant lots and infill potential in prominent locations presenting a clear opportunity for infill development. There are multiple vacant and underutilized areas that are identified as prime opportunities for redevelopment. These vacant lands are considered an asset as they offer space to grow and an opportunity for infill development that fits within the context of the District vision and goals. Some examples from the District Survey for what the vacant lots and buildings could be used for include restaurants, niche retail and space for community events. As stated above there are many opportunities for redevelopment throughout the District, but there are four areas that have been identified as priority areas due to their high visibility, see Map 4- Development Potential and Table 5- Priority Redevelopment Areas.

Table 5. Priority Development Areas

Map Key	Location	Opportunities
A	Available retail space in existing buildings, large lots with large yards and underutilized lots on Market Street	These vacant storefronts and lots are highly visible and offer opportunities for infill development that would fill in the gaps, define the street and add pedestrian activity. There is also an opportunity for temporary uses such as pop-up venues, a farmers market and other community events.
B	Vacant parcel and open land between Georgetown Square and United Methodist Church	Adjacent to the ballfields and currently used for community events, this area provides enormous potential for infill development and improved community gathering space.
C	Three vacant parcels north of East Market and east of Parsons Lane	Redevelopment and improvements in this highly visible area would help provide a more attractive gateway for travelers entering the downtown from the west.
D	Multiple parcels between railroad and North Race Street, and north and south of New Street	The Comprehensive Plan notes that there is tremendous opportunity for continued redevelopment of underused lands between North Race Street and the railroad. Recent redevelopment projects in this area have included mixed-use development with retail and service businesses on the first floor and residential apartments on upper floors.



Vacant and underutilized lands, such as this on Market Street, offer opportunities for infill development or temporary uses, such as a farmers market and community events.



Lands at the Georgetown United Methodist Church site offer many opportunities for community events, open space and recreational uses, and infill opportunities.



An example of available retail space for lease on Market Street.

CONNECTIVITY

Walkability

Map 5- Transportation shows the road, sidewalk and bike route network within and surrounding the District. The center of Town is located at the intersection of two major arterial/collector state roads – Market Street (Route 9) and Bedford Street (Route 18 / 404). Both roads connect commuters to Route 113, and Route 9 is a major route to the Lewes-Rehoboth area. Airport Road directly connects the downtown and the Delaware Coastal Airport (formerly Sussex County Airport), which serves southern Delaware. This location and proximity to major access routes provides convenient access to surrounding areas, which is a key asset and offers an opportunity for bringing more people into the downtown. It will be important that the downtown not be separated and that there be a regional draw and adequate signage bringing in travelers from Route 113 into the downtown.

It is noted that since the majority of the regional traffic occurs on Route 113 as an arterial bypass of the downtown, the downtown does not have major traffic problems similar to larger towns and cities. This has allowed Market Street to operate as a multi-function corridor meeting vehicular, biking and pedestrian needs. In general, the District is very pedestrian friendly as it is reasonably compact and has high connectivity within and to surrounding neighborhoods. Vehicular and pedestrian commuters are well-connected to employment, retail, professional and personal service, and recreational opportunities in the District. The District has a grid street network made up of narrow local roads, alleys and extensive sidewalks. Street blocks lengths are short and conducive to walking and biking. In most cases, the local road and intersection widths are narrow, which make it easier and safer for pedestrians to cross the street. The alleys provide access to rear parking areas for employees and residents, as well as places for trash/recycling pick-up and potential locations for some utilities and drainage.



The design of Market Street, from The Circle to King Street, focuses on pedestrian mobility and safety with crosswalks and signs.

A railroad operated by the Norfolk-Southern Railroad bisects the District, impeding connectivity and limits movement to some degree; however the District does have multiple crossings at Depot Street, Cooper Alley, East Market Street, Strawberry Alley and East Pine Street. It is worth noting that it is difficult to obtain approval from Norfolk Southern Railroad for new at-grade crossings of a main railroad line, so any additional crossings may not be likely.



The Norfolk - Southern Railroad runs north/south through the District. While the railroad limits mobility in the District, it also offers an historical context and character to the District.

In the future the rail line may act as a way to not only improve connectivity within the District but also to surrounding communities. The proposed Lewes to Georgetown Rail-with-Trail will be almost 17 miles of mixed-use trail running along the railroad from Georgetown's historic Train Station to Cape Henlopen State Park. The design has not yet been completed but will include a parallel pathway along the rail right-of-way for pedestrian and bicycle access, while preserving the existing rail line. Amenities to the trail will include trailheads, mile markers and connections to other trails such as the popular Junction and Breakwater Trail. The Lewes to Georgetown Rail-with-Trail has the potential to improve connectivity, but will also act as a draw bringing people to the District and promoting health and wellness.

The majority of the District is well-served by over three miles of sidewalks and crosswalks. The sidewalks on Market Street from The Circle to King Street are wide and made of brick, which significantly add to the historic character of Georgetown and help to create a public realm. The sidewalks become narrower and transition to concrete east of King Street. In addition, as a walking and biking alternative to the main roads, the District also has many alleys that are less traveled by cars.

There are concerns with the walkability within the downtown and surrounding. Per the Downtown Survey, 73% of respondents stated that pedestrian safety and convenience is what attracts them to a shopping or business area, and just 35% stated that pedestrian convenience is a strength in Georgetown.

Another challenge includes reducing the amount and perception of crime within the downtown, which can influence a person's behavior on where, when and how people visit the downtown. Almost 100% of people that took the Survey said they feel safe during the day-

time, but only two-thirds said they feel safe at night. Reasons varied as to why people felt unsafe but two reoccurring points were lack of people walking around and poor lighting. Providing lighting on unlit streets and parking areas, and having more “eyes on the streets” from places being open past 5 pm would help reduce crime and perceived fear of crime, which in turn encourages even more pedestrian activity.

In general, the sidewalks and crosswalks in the District boundary are in good condition and well maintained, however there are areas in need of maintenance. In addition, there are gaps in the network at the following locations:

- Market Street (south side from Albury Avenue eastward)
- North Lane/Layton Street (both sides)
- Laurel Street east of the railroad (both sides)
- North Railroad Avenue (west side)
- South Railroad Avenue (both sides)
- Parsons Lane (both sides)
- Market Street and South Railroad Avenue and the railroad crossing

Additional gaps and sections in need of repair should be identified by sidewalk inventory.



The sidewalks end on Market Street near Albury Avenue, so pedestrians have created their own path.

Providing a safe, comfortable, convenient and interesting pedestrian environment throughout the district and surrounding neighborhoods provides a clear competitive advantage over suburban or highway commercial areas. As the District provides a greater regional draw, it will be important to maintain and enhance pedestrian connections and traffic calming features wherever possible.

Public Transit

There are three DART bus routes in town, as shown in Table 7. The main bus stop and regional hub for transfers between transit lines is located within the District at Railroad Avenue. Improvements to this area, such as increased lighting, landscaping and pedestrian connections, would help the station feel more comfortable and secure, and could help solidify the downtown as regional transportation hub in the long-term.

Table 7. Bus Routes

Bus Route	Destinations	Operation and Frequency
Route 206	Lewes/Rehoboth area, Harbeson, Delaware Tech, SCI	Weekdays 8 round trips; Weekends 2 round trips (summer only)
Route 212	Laurel, Blades, Seaford, Bridgeville, Delaware Tech	Weekdays; 6 round trips
Route 303	Dover, Milford, Milton, Frederica, Ellendale, Delaware Tech	Weekdays 8 round trips

Gateways, Streetscape & Public Spaces

The Downtown Development District has one of the most prominent gateways in The Circle and the County Administration Building steeple. These key features in the Historic District along with the downtown’s historic brick architecture and sidewalks, and streetscape amenities such as aesthetic lighting and banners, lets residents and visitors know that they have arrived in the historic downtown and provides a strong sense of place.

Buildings in this area are built up to the sidewalk, anchor the intersection corners, are within close proximity of each other, and are of varying sizes. The buildings have distinguishable architectural features, and the ground floors of retail stores, such as the Georgetown Antique Market, are largely dominated by attractive window displays. These factors help to define the streetscape as public realm and create a more interesting and pedestrian-friendly environment.



Many buildings on Market Street have unique architectural features, such as large window displays, awnings and signage that help define the District’s quaint and pedestrian-oriented character. These are all great examples of a traditional historic downtown.

Further west on Market Street, between the railroad tracks and Albury Avenue, residential homes have been converted to offices and retail stores, which further add to the Districts unique architecture and pedestrian-scale character.



Streetscape amenities, such as brick sidewalks, decorative street lighting, and street trees exist from The Circle to King Street.

Georgetown Hair Studio reflects the architectural character of the historic downtown that has been preserved and enhanced through adaptive reuse.

The eastern District boundary lacks a sense of arrival. The lack of sidewalks, streetscape amenities, vacant properties, and expansive parking areas do not offer a sense of place and entry into a pedestrian friendly, historic and vibrant downtown. The streetscape and pedestrian amenities on Market Street from The Circle to the railroad and the adaptive reuse of vacated homes offer some great examples for improvements at the eastern gateway, as well as other areas in the District. For instance, given the mixed-uses, the high level of activity and its connection to Market Street, streetscape amenities may be desired on North Race Street.

Vacant land, vast parking areas, highway scale development, lack of sidewalks and streetscape amenities do not help to create a welcoming entr into the downtown.



There are five separate designated open space and recreational areas making up 14 acres and 16% of the total Downtown Development District area. Four of these are public spaces, including The Circle, Wilson Park on Market Street, the recreational fields at the Georgetown United Methodist Church site, and the tot lot on North King Street. These amenities are



key assets and opportunities for the District, as they offer residents and visitors a public gathering space for community events and programs, and another place to visit while in the downtown.

The Circle offers a public space for residents and visitors to relax in Georgetown.

PARKING

Map 6- Parking shows off-street parking, both private and public, that are five spaces or more. There are large expanses of parking covering a significant portion of the downtown. The total parking area, including the driveways and driving aisles, is approximately 12 acres and 14% of the total District.

Many of the parking lots are situated on the same lot as the buildings they serve. Given the overall mixed-use nature of the downtown with some mixed-use buildings, there are some shared and satellite parking areas. In addition, most of the streets in the District have available on-street parking. The major facilities in downtown that require large amounts of parking are the County Administrative Building and the County Courthouse. In general, the parking areas for these and other government buildings are located behind the buildings, connected by alleys, and are improved and well-maintained. Even though these parking areas are large, their location behind the buildings lessens their visual impact. These parking lots and the on-street parking around The Circle and the Courthouse fill up during the day time hours, and the parking demand that they generate overflow into other areas of the Downtown. Still, there are predominantly vacant parking areas elsewhere in the District during the day, such as Layton Street adjacent to the railroad. The majority of all the lots in the District are empty during the night time hours and on weekends.

As noted in the section above, there are some parking areas in the downtown that may be underutilized, and in some cases, do not have improvements such as striping, clearly designated access driveways and drive aisles, curbing and landscaping. These lots create unattractive dead spaces on the streetscape, and offer an opportunity for higher and more beneficial uses such as improved parking lots and/or infill development that better fits the downtown historical context and character.

Based the Downtown Survey results, there are perceived parking issues in the downtown. Seventy-nine percent (79%) of respondents to the Downtown Survey stated that they agree that convenient parking attracts them to a shopping and business area. Then, only 22% of respondents stated that a major advantage to the downtown is that is easy to find parking. Fifty-five (55%) stated that improved parking would help the downtown area.

When asked if there was one thing that could change about the downtown, some respondents stated (Q18):

- should the sidewalk be expanded for things like that and eliminate a few parking spots
- better parking
- improve parking
- traffic congestion & parking

- add more parking [around The Circle area]
- offer additional parking
- too much parking assigned to state and county employees
- change traffic and parking issues
- more parking
- offer a discount parking ticket to those who work during the day in town
- change the metered parking
- parking and congestion
- metered parking with different payment options besides only change
- free parking
- parking is a major problem, especially during the day
- the congestion of traffic and parking on Market Street

When asked for ideas are how to attract residents, businesses, and visitors to the downtown, respondents stated (Q19):

- better parking (5)
- convenient parking
- free parking
- provide nearby parking areas to free up space for pedestrians and outdoor street activities/events

The merchant portion of the Survey revealed that 50% of merchants would need more parking in order to expand, which represented the greatest need. In addition, 50% stated that parking is a major barrier or obstacle facing their business.

Overall, the responses can be interpreted as safe and convenient parking is very important to residents and visitors; and improved parking conditions may attract more residents and visitors. It remains unclear from the results, if “better” or “improved” parking means increasing parking availability, creating more convenient locations or improving the design or improving management. From a business owner perspective, it appears that merchants may be seeking solutions to comply with on-site requirements, such as minimum number of parking spaces.

The Comprehensive Plan notes the importance of not only providing a sufficient amount of parking, but also to properly manage the spaces that is available. Metered on-street parking is located around The Circle, on East Market Street, along parts of North and South Front Street, and on Race Street one block in both directions off East Market Street. Enforcement of these time-limited spaces allow for a high turnover of short-term users throughout the day.

The Historic District Committee recommended that a parking inventory be completed, com-

paring the square footage of the buildings to the number of spaces provided. Such a study would need to include a long-term supply and demand assessment as well. Should additional spaces be required, the Comprehensive Plan recognizes that cooperative efforts would be needed between the Town, the County and the State to find ways to provide additional parking without harming the urban fabric along the historic and pedestrian-oriented streets. The Comprehensive Plan identifies the need to increase the parking supply without interrupting the “face” of the downtown along streets. There is an opportunity to acquire underutilized rear yards for public parking, which could be combined into one coordinated joint parking area. Joint parking spaces often results in a much higher number of parking spaces because the layout is more efficient. Another long-term opportunity is for the Town, the County and the State to jointly consider the construction of a parking structure in a strategic downtown location.

The Historic District Committee also recommended that a wayfinding signage program be implemented to easily guide visitors to their destinations and public parking. In addition, visitors to the Downtown could be directed to locations where parking is currently underused, such as Layton Street.

Some parking areas in the District are not improved with pavement, striping, and curbing. Some of these private, undesignated and unimproved parking areas are along the public street creating visual blight and use up valuable land that could have higher and more beneficial uses. Especially since there does not appear to be a significant issue with parking supply, there is an opportunity to redevelop the underutilized lots.

The Town’s parking regulations has some elements that are conducive to a walkable, mixed-use downtown environment than an auto-oriented commercial environment. Commercial and office uses are required to have one off-street parking space for each 200 square feet, which is high for a typical downtown; however to help remove any potential undue burden of complying with the parking requirements on property owners and developers, the regulations offer some alternatives. For instance, parking spaces may be provided on a separate lot if located within 400 feet of the building. In addition, two or more lot owners may join together towards complying with the required number of parking spaces. For instance up to 100% of the spaces required for a church may be used jointly by banks, offices and retail and service shops.

It is noted that the code allows the Planning Commission to waive or relax the parking requirements in the Historic District if it finds that “customers will stay for a short time, if customers will generally walk, or if customers will generally patronize the business on evenings and weekends.” In addition, the Town Manager may reduce the number of spaces up to 20% for mixed uses and proximity to transit. Since some parking lots and on-street spaces are under capacity in some areas and over-capacity in other areas, there appears to be an opportunity to encourage more use or even require these parking flexibilities for the entire downtown.

While these provisions offer some flexibility, the code could be more prescriptive to provide greater certainty and predictability to builders and existing business owners wishing to make improvements to their lots. Property owners and prospective builders should be made aware of and encouraged to take advantage of these parking alternatives and credits. In addition, the code could allow a reduction in the number of spaces for proximity to on-street parking, municipal lots and public transit.



Designated government parking in the rear of buildings on Market Street are well-maintained and well-connected by alleys to local roads.



Unimproved parking areas could have a better use appropriate for downtown. Many respondents in the Downtown Survey state they want improved parking conditions.

NATURAL RESOURCES

Floodplain

The Downtown Development District is in an area of minimal flood hazard, with no special flood hazard areas mapped as of the latest FIRM publication of March 16, 2015.

Wetlands

There are no mapped wetlands located within the Downtown Development District.

Wellhead Protection

The full extent of the Downtown Development District lies within the Town's Wellhead Protection Areas, designated by DNREC. Georgetown adopted groundwater protection regulations in order to meet requirements of the State Source Water Protection Act of 2001. The purpose of Georgetown's Source Water Protection Area Ordinance is to ensure the protection of the public drinking water supply from contamination. While the entire DDD lies within the Town's Wellhead Protection Area, there are no delineated Excellent Recharge Areas within the Downtown Development District.

Historic Preservation

Preserving Georgetown's historic buildings has been seen as a high priority to Town residents. The Town has worked closely with the Georgetown Historical Society, the State Historic Preservation Office, and Sussex County to preserve historic structures in and around The Circle. The Georgetown Historical Society keeps records on file of local historically significant properties.

Map 7 displays designated historical properties within the District boundaries. There are currently twenty Georgetown properties included on the National Register of Historic Places, two of which fall within the Downtown Development District:

Georgetown Coal Gasification Plant at 116 New Street; and
Dr. John W. Messick House at 144 East Market Street.

Other historic structures that can be found within the Downtown Development District include:

Town Hall at 39 The Circle;
Old Fire Hall at 37 The Circle;
Georgetown Train Station at 140 Layton Avenue;
Wesley United Methodist Church at 10 North Race Street; and
Masonic Lodge at 151 East Market Street.

ECONOMIC & RETAIL DEVELOPMENT

According to the U.S. Census Bureau's Center for Economic Studies, there were 258 people

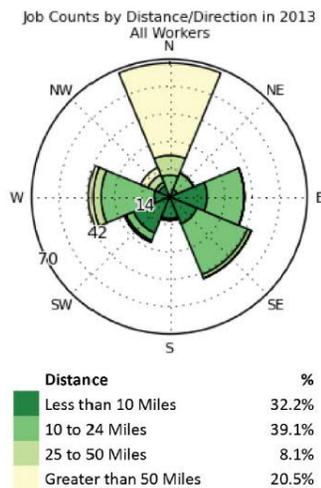
living within the District who held primary jobs in 2013. A primary job is a single job per worker, public or private, that is the highest paying job for that individual. Almost 57% of these were aged 30 to 54. Industries representing the District's citizen are shown in the table below.

Table 8. Industries of District Residents

Industry	%
Manufacturing	29.5%
Health Care & Social Assistance	14.0%
Retail Trade	10.1%
Administration & Support, Waste Management & Remediation	9.7%
Construction	7.0%
Accommodation & Food Services	6.2%
Educational Services	4.7%
Professional, Scientific & Technical Services	3.1%
Public Administration	3.1%
Other Services (excluding Public Administration)	2.7%
Real Estate & Rental & Leasing	2.7%
Agriculture, Forestry, Fishing & Hunting	1.9%
Wholesale Trade	1.6%
Arts, Entertainment & Recreation	1.2%
Finance & Insurance	0.8%
Transportation & Warehousing	0.8%
Information	0.4%
Management of Companies & Enterprises	0.4%
Utilities	0.4%

None of these residents actually worked within the District, although 32% worked less than 10 miles from their home. The graphic below shows the distance and direction residents travel to work, while the table accounts for the top locations where residents work.

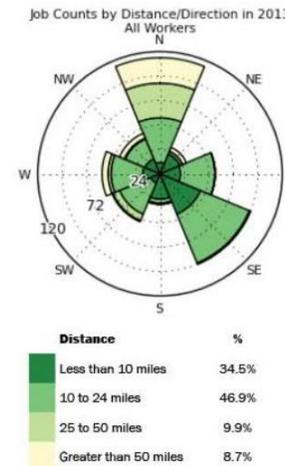
Figure 8 & Table 9. Distance to & Location of Residents Jobs



Place	%
Georgetown, DE	14.7%
Seaford, DE	8.5%
Selbyville, DE	6.6%
Milford, DE	4.3%
Lewes, DE	2.7%
Dover, DE	2.3%
Wilmington, DE	2.3%
Bear, DE	1.9%
Bridgeville, DE	1.2%
Long Neck, DE	1.2%
Rehoboth Beach, DE	1.2%
Wilmington Manor, DE	1.2%
Dewey Beach, DE	0.8%
Millsboro, DE	0.8%
Ocean View, DE	0.8%
Smyrna, DE	0.8%
Bethany Beach, DE	0.4%
Blades, DE	0.4%
Brookside, DE	0.4%
Camden, DE	0.4%
Claymont, DE	0.4%
Glasgow, DE	0.4%
Milton, DE	0.4%
New Castle, DE	0.4%
Newport, DE	0.4%

In contrast, 473 people held jobs within the District who commuted from outside the area. The greatest share of these workers (47%) traveled 10 to 24 miles to arrive at their jobs within the District, with almost 9% traveling more than 50 miles. Three people came from as far away as Philadelphia. The graphic below shows the distance and direction workers travel to get to the District, while the table accounts for the top locations from where workers originate.

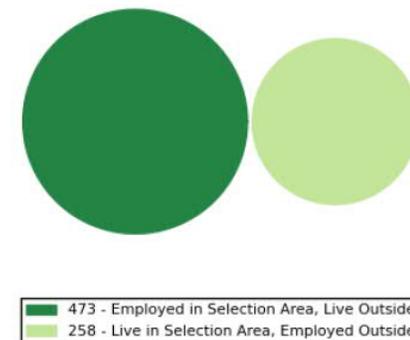
Figure 9 & Table 10. Distance & Location Traveled to District



Place	%
Georgetown, DE	5.9%
Milford, DE	3.6%
Dover, DE	3.0%
Seaford, DE	2.3%
Millsboro, DE	1.9%
Laurel, DE	1.3%
Harrington, DE	1.1%
Salisbury, MD	1.1%
Frankford, DE	0.8%
Milton, DE	0.8%
Ocean View, DE	0.8%
Bridgeville, DE	0.6%
Highland Acres, DE	0.6%
New Castle, DE	0.6%
Selbyville, DE	0.6%
Smyrna, DE	0.6%
Philadelphia, PA	0.6%
Lewes, DE	0.4%
Wilmington, DE	0.4%
Bear, DE	0.2%
Blades, DE	0.2%
Bowers, DE	0.2%
Claymont, DE	0.2%
Ellendale, DE	0.2%
Frederica, DE	0.2%

As shown in the graphic below, there is a great imbalance between the number of people who are employed within the District who live outside the area and the number of people who live within the District who are employed outside the area. This is important to be aware of if the District is to become a successful live-work-play community. If that is indeed one of the goals, the Town and its partners should aim to have a more balanced inflow/outflow count in the future – or at least try to capture some of the District employees within the downtown residential areas.

Figure 10. Inflow / Outflow Job Counts, 2013



Per the 2013 Downtown Merchant and Business Survey, 77% percent of respondents stated that would be willing to collaborate with other business owners and manager in strategies to share existing customers or entice new ones to Georgetown.

In an effort to understand residents and visitors retail and shopping desires and motives, and then compare them to what Georgetown is providing or lacking, the 2015 Downtown Survey asked participants the following three questions:

- What attracts you to a shopping/business area?
- What are the major advantages of Georgetown’s downtown?
- What are the major disadvantages of Georgetown’s downtown?

The responses, compared side-by-side, are provided in the table below.

Table 11. Attractions to Retail & Shopping Areas

	What attracts you to a shopping/ business area?		Major Advantages	Differential	Major Disadvantages	Differential
Advantages to capitalize on	Friendly customer service	89%	46%	43%	3%	86%
	Convenient location (close to home/ work)	84%	61%	23%	3%	81%
	Look and feel of the business area	80%	62%	18%	30%	50%
	Independent stores over chains	70%	64%	6%		70%
	Price	70%	22%	48%	3%	67%
Disadvantages to improve upon	Variety of products and services	77%	4%	73%	78%	-1%
	Pedestrian safety and convenience	73%	35%	38%	38%	35%
	Limited hours and Shopping after 5pm on weekdays and on weekends	47%	-	-	42%	5%

When analyzing these survey results, it is also important to understand where and when people are visiting downtown Georgetown compared to other surrounding areas. Approximately 29% of responders said they shop in downtown Georgetown once every few months. Only 10% said they shop in downtown two to four times a week and 15% said they shop there once a week. That is compared to the Route 113 Corridor where 30% said they shop there two to four times a week and 27% shop once a week. This can also be compared to the Millsboro/Milford area where 13% said they shop in that area two to four times a week and 26% said they shop there once a week. A popular write-in was traveling to Salisbury, MD to shop. While the survey did not specifically ask why people prefer shopping at these alternative locations, it is important to consider what makes these shopping areas more popular, and do these areas make up for the disadvantages of downtown Georgetown. Most would agree that the Route 113 Corridor, Millsboro/Milford area, and even Salisbury, have a variety of goods and services, pedestrian access is safe with sidewalks and crosswalks and many businesses

have hours after 5 pm on weekdays and weekends, which are all the areas that downtown Georgetown currently lacks.

As for the time people typically visit downtown the most common answer by far was Monday through Friday before 5 pm. This coincides with the table above that a major disadvantage is limited hours after 5 pm. When asked where people visit in downtown the most popular response was restaurants at 84%. The next most frequented type of business was retail at 37%. Some write-ins for that question included the bank and post office. This large margin in where people frequent emphasizes the real need for more of a variety in goods and services to encourage residents, County employees and visitors to patronize many types of businesses. The survey did provide information on what people would like to see downtown. When it comes to food related businesses locally owned restaurants was the most popular choice. People were also in favor of specialty food shops (bakeries, ice cream shops, etc.), evening dining, and tavern and grill options. Although not ranking high in the survey many people wrote-in quality grocery stores as a needed business in downtown. To be expected, ranking equally high was the need for commercial and specialty retail, with personal services close behind. Survey responders commented on wanting card and gift shops, clothing stores, boutique type stores as well as services that could be supported by residents and County workers such as a dry cleaners and tailor.

Marketing, promotion, and additional downtown branding efforts are needed to encourage local residents, employees, and visitors to regularly visit downtown businesses and community events. Businesses need to be organized and set forth joint promotions, advertising, marketing, and special events. Through designation, the Town would also be able to better focus on business recruitment and investment incentives, while maintaining an inventory of available business space and publicizing commercial opportunities.

03 GOALS, OBJECTIVES & STRATEGIES



03 GOALS, OBJECTIVES & STRATEGIES

DOWNTOWN VISION

Georgetown is well-rounded. The downtown is a meeting place and the center of community activities with a mix of shopping, restaurants, cultural and recreation spaces. It offers an aesthetic blend of green space, natural elements, and pedestrian amenities with an historic and small town flavor. Not only is it a niche destination place where specialty retail stores and restaurants attract visitors from the greater area, but it is also a place where local residents and employees from locally owned stores, offices and businesses run personal errands, shop, dine, and patron other establishments in the downtown.

OVERVIEW

Many sources were used to put together the goals, objectives and strategies. A starting point for developing the goals was using the categories and 31 goals presented in the Comprehensive Plan. The Downtown Survey results and responses were also used to form goals and strategies. The majority of ideas came out of discussions from the Task Force. Over the course of the first several meetings the Task Force was given the assignment to complete a SWOT analysis (described in Section 1 - Task Force Role that helped contribute to the growing list. There were also two Task Force meetings dedicated to discussing goals and strategies. It was the Task Force members knowledge of the community, whether they reside in Town, own property, operate a business or work for an organization that works closely with the Town, that helped to form a thorough set of goals, objectives and strategies.

Housing

GOAL | Promote additional housing that is affordable to the average Georgetown household, particularly recognizing the needs of various types of households.

GOAL | Strengthen older residential neighborhoods, with an emphasis on encouraging homeownership, rehabilitating older buildings and avoiding incompatible development.

GOAL | Improve housing integrity and maintenance within and adjacent to the District.

OBJECTIVE | Provide for a range of housing types, prices and densities, including various types of housing for senior citizens.

STRATEGY | Investigate financial incentives to assist current homeowners and encourage new homeownership.

STRATEGY | Promote the use of grant and loan programs to assist lower income homeowners in rehabilitating and maintaining homes.

STRATEGY | Enforce existing and new property maintenance codes and impose fines on violators, in accordance with adopted regulations.

STRATEGY | Distribute a brochure to all property owners explaining the Code requirements for property maintenance.

STRATEGY | Provide home maintenance training programs to educate District residents.

STRATEGY | Advertise financial incentives for reconverting multi-family to single-family units.

STRATEGY | Advertise rehabilitation grants and loan programs to assist lower income homeowners with maintaining and repairing their homes.

STRATEGY | Put together a community group that would be willing to walk the District and identify properties that need improvements. Local organizations could then offer to assist with small home improvements for donations.

STRATEGY | Look into hiring a town broker that would promote downtown Georgetown.

STRATEGY | Work with area real estate agents that are familiar with Georgetown to promote the downtown to potential buyers and other advantages to living in town, such as the numerous education options. Also work with realtors that specialize in older homes.

Economic & Retail Development

GOAL | Strengthen Downtown Georgetown as a business, civic, cultural, and entertainment center for the region, building upon its role as the Sussex County Seat.

GOAL | Stress a strong diversified economy that generates stability, sufficient tax revenues and wider employment opportunities.

GOAL | Encourage the growth and diversity of neighborhood scale businesses.

GOAL | Reinforce the downtown's position as the governmental, commercial and cultural center in the County.

OBJECTIVE | Direct new commercial uses to the Downtown Development District.

OBJECTIVE | Encourage the location of businesses that would cater to the professional populations' needs.

OBJECTIVE | Emphasize high-quality distinctive products and personalized services, including businesses serving a special market not already served by mass-market retailers.

OBJECTIVE | Emphasize downtown tourism that is built upon the area's heritage, arts and culture, and recreational assets.

OBJECTIVE | Attract businesses that will encourage travelers to the beach to stop and take advantage of their offerings and will eventually become a destination business of their own.

OBJECTIVE | Encourage businesses that downtown Georgetown is an ideal location for satellite businesses whose names are already well known to existing clientele.

OBJECTIVE | Keep a forward-thinking mindset in order to capture the synergy that exists between existing businesses owners, potential businesses and Town officials.

STRATEGY | Market the downtown for customers and businesses, including joint marketing and promotions among businesses and special events.

STRATEGY | Build upon the current actions of the Chamber of Commerce to bring together all interested parties working cooperatively in partnerships to carry out needed actions.

STRATEGY | Recruit and retain businesses and investors to expand job opportunities and generate additional local tax revenue.

STRATEGY | Work with a funding source that is already familiar with Downtown Development Districts and their processes and other revitalization efforts, in order to provide better step-by-step technical assistance to those wishing to apply for State incentives.

STRATEGY | Evaluate the possibility of deferring, waiving or prolonging payment of EDUs as they can be cost prohibitive to new businesses coming to downtown.

STRATEGY | Be proactive in approaching and gauging interest of restaurants and/or businesses that the Town is interested in having within its District and begin communications/negotiations with property owners.

STRATEGY | Proactively market downtown Georgetown as a business-friendly area and emphasize the revisions the Town has made to their Code making approval process more clear and streamlined.

STRATEGY | Promote downtown Georgetown as a place that people want to visit.

STRATEGY | Look at review process to see if there are more opportunities for town staff to make approvals oppose to Council approval.

STRATEGY | Keep an active list of people looking to buy, rent or lease commercial property, as well as a list of vacant commercial buildings and lots.

STRATEGY | Focus on locally owned businesses over regional and national chains since local business revenues are more integrated within the community.

STRATEGY | Conduct a market analysis to determine the optimal tenant mix, including the consideration of competing with commercial areas (Route 113) and the identification of market gaps that suggest future opportunities for the downtown.

STRATEGY | Focus the economic development strategy, branding/marketing efforts, and business recruitment/retention/expansion efforts on this identified optimal tenant mix. There is a clear need to recruit more locally owned retail business, restaurants and arts and entertainment uses.

STRATEGY | Carryout a marketing and promotion campaign focuses on the key strengths of the downtown which differentiate it from surrounding regional or national chain stores. These strengths include high quality and fair priced products and service, the unique downtown character, and high quality and friendly customer service.

Land Use, Zoning & Development Potential

GOAL | Promote a balanced mix of service, restaurant, retail, public and residential uses.

GOAL | Work on the perception that there is no space or land available for new development or a new tenant.

GOAL | Seek to extend the best features of older development into newer development.

OBJECTIVE | Encourage the retention of all government buildings.

OBJECTIVE | Provide high-quality community facilities and services in the most cost-efficient manner, including addressing needs for future growth.

OBJECTIVE | Promote standards that foster adaptive reuse of existing structures as well as compatible and context-sensitive infill development emulating the town's historical downtown setting.

STRATEGY | Ensure any development, when it applies, meets the Design Guidelines for East Market Street (October 2014).

STRATEGY | Continue with the existing effort of underground utilities from King Street to Parsons Lane.

STRATEGY | Encourage adaptive reuse of existing structures that have character and architectural significance for new uses rather than replacing them. Preserve and protect home-like business structures east of the railroad (an example includes the Georgetown Hair Studio).

STRATEGY | The design for commercial and mixed-use buildings should be sensitive to the overall character of the neighborhood, including the historic character west of the railroad or residential character east of the railroad.

STRATEGY | The design for commercial and mixed-use buildings shall be human-scaled and pedestrian-friendly to help stimulate an active and successful downtown commercial district

STRATEGY | Promote and market the identified priority redevelopment areas as catalyst projects to spur future redevelopment.

STRATEGY | Review the UB zoning district requirements and amend where appropriate to make it conducive toward creating a vibrant, traditional mixed-use and walkable downtown. For example, consider amending the permitted uses to remove antiquated or unsuitable uses for a downtown and that may have an adverse effect in achieving the District vision and goals. Such uses may include pawn shops, adult stores, auto parts, drive-through restaurants, wholesale establishments, warehouses, 'burial vault preparation', telephone stations, and frozen food lockers. Ensure that pedestrian-oriented uses are permitted and encouraged, including retail sales, personal services, entertainment, shopping, and restaurants.

STRATEGY | In the next Comprehensive Plan Update, evaluate the zoning and future land use designation of the four parcels in the proposed Downtown Development District zoned

HC- Highway Commercial zone. The HC permits uses and larger scale commercial developments that typically exist along highways such as Route 113, rather than a traditional downtown.

STRATEGY | In the next Comprehensive Plan Update, evaluate the zoning and future land use designation of the open space and recreational lands on the Georgetown United Methodist Church property. The current zoning is UB1. If the owner and the community want this land to remain recreational for little league and community events, then the zoning and any potential plans for the site may need to be discussed and evaluated.

Natural Resources

GOAL | Encourage appropriate reuse of older buildings, particularly including rehabilitation of historically or architecturally significant buildings.

GOAL | Promote water and energy efficiency through the use of sustainable energy sources, green infrastructure, and other green building design principles and practices.

OBJECTIVE | Identify historical and architecturally significant buildings within the District.

STRATEGY | Continue to enforce the Town's current regulations for construction in the Sourcewater Protection Area.

STRATEGY | Publicize funds to rehabilitate historic structures.

Connectivity

GOAL | Promote an active, healthy and vibrant downtown through high connectivity, pedestrian-oriented design, and public gathering spaces.

OBJECTIVE | Improve opportunities throughout the downtown for safe bicycle and pedestrian travel, carpooling, and public transit.

OBJECTIVE | Work to control and divert heavy truck traffic, through-traffic and higher-speed traffic from the downtown.

STRATEGY | Conduct a sidewalk and crosswalk inventory that identifies gaps and sections in need of repair, and add the necessary improvements in the capital improvement budget.

STRATEGY | Identify, enhance, and maintain appropriate traffic calming and pedestrian safety measures for Market Street and Race Street.

STRATEGY | Promote the Lewes to Georgetown Rail-with-Trail program, and encourage the start of design for the Georgetown end.

STRATEGY | Promote health and wellness through the town's walkability, and work with organizations like Beebe to promote a healthy lifestyle through walking.

Gateways, Streetscape & Public Spaces

GOAL | Provide and support streetscapes that foster a sense of place, civic pride and belonging for all members of the community.

GOAL | Reinforce community identity with attractive gateways at the downtown's edge.

OBJECTIVE | Improve the physical appearance of the streetscape and the attractiveness of building facades to make them more inviting to customers.

STRATEGY | Identify, prioritize, and construct placemaking improvements along Market Street and Race Street, and at the District's gateways, including but not limited to: Extending streetscape improvements, such as sidewalks, traffic calming, and pedestrian scale lighting with banners; Establish wayfinding signage to attractions and parking.

Parking

GOAL | Formalize and optimize the existing parking supply.

GOAL | Enhance the feeling of safety in existing parking areas.

OBJECTIVE | Provide a sufficient amount of parking spaces within the downtown and make sure their use is properly managed.

OBJECTIVE | Encourage businesses and other entities in the downtown to share parking.

STRATEGY | Explore methods to provide temporary special event parking, including the possibility of shuttle service to and from remote parking areas. If this is not feasible, publicize the location of parking areas to be used for special events held in the downtown area.

STRATEGY | On-street parking should be provided anywhere that it can be accommodated in the downtown.

STRATEGY | Consider a parking management program to maximize limited available parking in the areas of the highest demand.

STRATEGY | Improve pedestrian connections between areas with the highest visitor volume (such as The Circle and Courthouse area) to underutilized parking area (such as the Railroad Avenue parking lot).

STRATEGY | Review and amend the parking standards to ensure that the requirements are more conducive to a walkable, mixed-use downtown environment versus an auto-oriented commercial environment. For instance, the code should set a maximum number of spaces permitted, incentive or require shared parking, require parking lots to be behind or to the side of the primary structures, require connections from public sidewalks to parking lots, and require sufficient landscaping and pedestrian scale lighting.

STRATEGY | Revise the parking standards to be more prescriptive in allowing a reduction in the number of spaces in a shared lot. Also permit a reduction in the number of spaces for proximity to on-street parking, municipal lots and public transit.

STRATEGY | Consider acquiring underutilized rear for public parking, which could be combined into one coordinated joint parking area.

STRATEGY | The Town, the County and the State should jointly consider the construction of a parking structure in a strategic downtown location.

STRATEGY | Evaluate and improve wayfinding signage with a parking unique logo to guide drivers to parking areas (such underused parking areas as the Railroad Avenue and Layton Street).

STRATEGY | Provide merchants, chamber of commerce, and tourist bureaus with a downtown map showing businesses, points of interest, and parking lots.

Community Events

GOAL | Continue to provide quality community events of interest to a variety of audiences and age ranges.

GOAL | Enhance publication of community events prior to their occurrence.

OBJECTIVE | Look to partner with others to develop new community events.

STRATEGY | Consider establishing new cultural events within the downtown area.

STRATEGY | Consider holding an International Food Day on Race Street where local restaura-

rants and other vendors could participate.

STRATEGY | Consider holding an annual Food Truck Festival or “Food Truck Friday” event where food trucks could be licensed to be set up in Town one day a week.

STRATEGY | Encourage more seasonal and holiday festivals along the lines of the Christmas Parade which is popular among residents and visitors.

STRATEGY | Better advertise community events by using all forms of media, TV and radio, newspaper, Town and community organization websites, as well as social media.

04 IMPLEMENTATION PLAN



04 IMPLEMENTATION PLAN

IMPLEMENTATION SCHEDULE

It is going to take continuous work to put this plan into action. There is no one fix or solution to improve Georgetown's downtown; instead it will take many short-term actions with a long-range perspective. A vision for the downtown and the goals and objectives have been established through public and stakeholder outreach process including the downtown survey, community events, and the Task Force meetings. Through this process Georgetown's assets, challenges to overcome, and opportunities for improvement have been identified. The next step is to outline recommendations for the Town to move forward and start implementing these solutions to create a healthy and vibrant downtown.

This Implementation section is intended to function as a summary and an implementation tool for the Downtown District Plan. It is intended to assist town officials and staff in coordinating planning actions with other government agencies and making decisions in a timely, systematic manner. Many of the recommended strategies involve coordinating with other governing agencies and partners that have a shared interest or jurisdiction towards obtaining technical guidance and assistance, securing funds, seeking approval, coordinating physical improvements, and aligning common goals.

The following table, Implementation Schedule, summarizes the recommended strategies provided throughout this plan, lists the applicable agencies and partners to coordinate with, and prioritizes the strategies. The recommendations are grouped into three categories: Short term, High Priority and Medium Priority. The Town should act on the short term items immediately in order to benefit from and work in conjunction with the State Downtown Development District incentives and the Town's local incentives. Short term items are also grouped with High Priority recommendations. The Medium and High Priority recommendations are grouped by actions that need to be completed but are more long range strategies (Medium), and those that need to be completed in a timely manner after designation (High). All the recommendation presented in this Plan may require further analysis and discussion in the next Comprehensive Plan Update. Criteria for selecting the priorities include the following: 1) Level of importance towards achieving downtown development goals, 2) Realistic expectation to achieve in a certain time frame, 3) Logical order to implement a task prior to the implementation of other tasks, and 4) Feasibility considering resources, available funding and time. This table will further serve as a checklist for the Town in implementing the District Plan.

RECOMMENDATIONS	POTENTIAL PARTNERS & COORDINATING AGENCIES	PRIORITY LEVEL	POTENTIAL TECHNICAL & FINANCIAL ASSISTANCE
HOUSING			
Investigate financial incentives to assist current homeowners and encourage new homeownership.	Delaware State Housing Authority Habitat for Humanity	High / Short Term	DSHA's Affordable Housing Resource Center
Promote and advertise the use of grant and loan programs to assist lower income homeowners in rehabilitating and maintaining homes.	Delaware State Housing Authority Habitat for Humanity Chamber of Commerce	High / Short Term	DSHA's Affordable Housing Resource Center Community Development Block Grant (CDBG) USDA Rural Development Loans and Grants: Rural Repair and Rehabilitation; Housing Preservation
Enforce existing and new property maintenance codes and impose fines on violators, in accordance with adopted regulations. Look into providing a home maintenance training program to educate District residents. Also, put together and distribute a brochure to all property owners explaining the Code requirements for property maintenance.		High	Town Resources
Advertise financial incentives for reconverting multi-family to single-family units.	Delaware State Housing Authority	Medium	
Put together a community group that would be willing to walk the District and identify properties that need improvements. Local organizations could then offer to assist with small home improvements for donations.		Medium	Town Resources
Look into hiring a town broker that would promote downtown Georgetown.	Chamber of Commerce	Medium	Town Resources
Work with area real estate agents that are familiar with Georgetown to promote the downtown to potential buyers and other advantages to living in town, such as the numerous education options. Also work with realtors that specialize in older homes.	Sussex County Association of Realtors	High	Town Resources
ECONOMIC & RETAIL DEVELOPMENT			
Carryout a marketing and promotion campaign that focuses on, the proposed incentives and the key strengths of the downtown which differentiate it from surrounding regional or national chain stores.	Chamber of Commerce	High	Delaware Main Street / USDA Rural Community Development Initiative
Work in partnership with SCAOR to develop an active list of available properties in the DDD.	Sussex County Association of Realtors	High	Sussex County Association of Realtors
Hold meetings with local real estate agents promoting the proposed incentives and the benefits of locating in Georgetown	Sussex County Association of Realtors	High	Sussex County Association of Realtors

RECOMMENDATIONS	POTENTIAL PARTNERS & COORDINATING AGENCIES	PRIORITY LEVEL	POTENTIAL TECHNICAL & FINANCIAL ASSISTANCE
ECONOMIC & RETAIL DEVELOPMENT (continued)			
Work with a funding source that is already familiar with Downtown Development Districts and their processes and other revitalization efforts, in order to provide better step-by-step technical assistance to those wishing to apply for incentives.		High	NCALL
Be proactive in approaching and gauging interest of restaurants and/or locally owned businesses that the Town is interested in having within its District.	Chamber of Commerce	Medium	Town Resources
Proactively market downtown Georgetown as a business-friendly area and emphasize the revisions the Town has made to their Code making approval process more clear and streamlined.	Chamber of Commerce	High	Town Resources
Conduct a market analysis to determine the optimal tenant mix, including the consideration of competing with commercial areas (Route 113) and the identification of market gaps that suggest future opportunities for the downtown.	Chamber of Commerce Sussex County Economic Development	Medium	Sussex County Association of Realtors
LAND USE, ZONING & DEVELOPMENT POTENTIAL			
Ensure any development, when it applies, meets the Design Guidelines for East Market Street (October 2014).		High	Town Resources
Continue with the existing effort of underground utilities from King Street to Parsons Lane.	DelDOT Transportation Enhancement Program	High	
Encourage adaptive reuse of existing structures that have character and architectural significance for new uses rather than replacing them. Preserve and protect home-like business structures east of the railroad.	Historical Society Sussex County Office of Historic Preservation State Historic Preservation Office	High	Town Resources
Ensure design for commercial and mixed-use buildings should be sensitive to the overall character of the neighborhood, and that the buildings are human-scaled and pedestrian friendly.		High	Town Resources
Promote and market the identified priority redevelopment areas as catalyst projects to spur future redevelopment.	Chamber of Commerce Sussex County Association of Realtors	High	Town Resources
Review and amend the UB zoning district requirements to make it conducive toward creating a vibrant, traditional mixed-use and walkable downtown. For example, amend the permitted uses to remove antiquated or unsuitable uses for a downtown and that may have an adverse effect in achieving the District vision and goals.		High	Town Resources
During the Comprehensive Plan Update, evaluate the zoning and future land use designation of the four parcels in the proposed Downtown Development District zoned HC- Highway Commercial zone. Also, evaluate the zoning of the Georgetown United Methodist Church property to look into preserving this site as open space and recreational lands.	Office of State Planning	High	Town Resources

RECOMMENDATIONS	POTENTIAL PARTNERS & COORDINATING AGENCIES	PRIORITY LEVEL	POTENTIAL TECHNICAL & FINANCIAL ASSISTANCE
NATURAL & CULTURAL RESOURCES			
Identify historical and architecturally significant buildings within the District, and publicize funds to rehabilitate historic structures.	State Historic Preservation Office	Medium	Historic Preservation Tax Credit Program Delaware Preservation Fund
CONNECTIVITY & WALKABILITY			
Conduct a sidewalk and crosswalk inventory that identifies gaps and sections in need of repair, and add the necessary improvements in the capital improvement budget.	DelDOT	Medium	Municipal Street Aid Transportation Alternatives Program (TAP) Community Development Block Grant (CDBG)
Identify, enhance, and maintain appropriate traffic calming and pedestrian safety measures for Market Street and Race Street.	DelDOT	Medium	
Determine the trail head location for the Lewes to Georgetown Rail-with-Trail plan and work towards funding and implementation of the Georgetown portion of the trail.	DelDOT	Medium	Municipal Street Aid Transportation Alternatives Program (TAP) Community Development Block Grant (CDBG)
Promote health and wellness through the town's walkability, and work with organizations like Beebe to promote a healthy lifestyle through walking.	Beebe Hospital Nanticoke Health System Local Physicians	High	
GATEWAYS, STREETScape & PUBLIC SPACES			
Identify, prioritize, and construct placemaking improvements along Market Street and Race Street, and at the District's gateways, including but not limited to: Extending streetscape improvements, such as sidewalks, traffic calming, and pedestrian scale lighting with banners; Establish wayfinding signage to attractions and parking.	DelDOT DNREC - Division of Parks & Recreation	Medium	Municipal Street Aid Transportation Alternatives Program (TAP) Community Development Block Grant (CDBG) Delaware Main Street / USDA Rural Community Development Initiative
PARKING			
Explore methods to provide temporary special event parking, including the possibility of shuttle service to and from remote parking areas. If this is not feasible, publicize the location of parking areas to be used for special events held in the downtown area.	Chamber of Commerce	High / Short Term	

RECOMMENDATIONS	POTENTIAL PARTNERS & COORDINATING AGENCIES	PRIORITY LEVEL	POTENTIAL TECHNICAL & FINANCIAL ASSISTANCE
PARKING (continued)			
On-street parking should be provided anywhere that it can be accommodated in the downtown.		Medium	
Consider a parking management program to maximize limited available parking in the areas of the highest demand.		Medium	
Improve pedestrian connections between areas with the highest visitor volume (such as The Circle and Courthouse area) to underutilized parking area (such as the Railroad Avenue parking lot).		High	
Review and amend the parking standards to ensure that the requirements are more conducive to a walkable, mixed-use downtown environment versus an auto-oriented commercial environment. For instance, the code should set a maximum number of spaces permitted, incentive or require shared parking, require parking lots to be behind or to the side of the primary structures, require connections from public sidewalks to parking lots, and require sufficient landscaping and pedestrian scale lighting.		Medium	Town Resources
Revise the parking standards to be more prescriptive in allowing a reduction in the number of spaces in a shared lot. Also permit a reduction in the number of spaces for proximity to on-street parking, municipal lots and public transit.		Medium	Town Resources
Consider acquiring underutilized rear for public parking, which could be combined into one coordinated joint parking area.		Medium	
The Town, the County and the State should jointly consider the construction of a parking structure in a strategic downtown location.	Sussex County State of Delaware	High	
Evaluate and improve wayfinding signage with a parking unique logo to guide drivers to parking areas (such underused parking areas as the Railroad Avenue and Layton Street).		High	
Provide merchants, chamber of commerce, and tourist bureaus with a downtown map showing businesses, points of interest, and parking lots.	Chamber of Commerce	Medium	
COMMUNITY EVENTS			
Consider establishing new cultural events within the downtown area.	Chamber of Commerce Convention & Visitors Bureau for Sussex County Local Non-Profits	Medium	Town Resources

RECOMMENDATIONS	POTENTIAL PARTNERS & COORDINATING AGENCIES	PRIORITY LEVEL	POTENTIAL TECHNICAL & FINANCIAL ASSISTANCE
COMMUNITY EVENTS (continued)			
Consider holding food related festivals such as an International Food Day on Race Street where local restaurants and other vendors could participate, or an annual Food Truck Festival / “Food Truck Friday” event where food trucks could be licensed to be set up in Town one day a week.	Chamber of Commerce Convention & Visitors Bureau for Sussex County	Medium	
Encourage more seasonal and holiday festivals along the lines of the Christmas Parade which is popular among residents and visitors.	Chamber of Commerce Convention & Visitors Bureau for Sussex County	Medium	
Better advertise community events by using all forms of media, TV and radio, newspaper, Town and community organization websites, as well as social media.	Chamber of Commerce Convention & Visitors Bureau for Sussex County	High	

05 LOCAL INCENTIVES



05 LOCAL INCENTIVES

EXISTING INCENTIVES

Façade, Sign and Awning Improvement Grant Program

This program seeks to address the maintenance and rehabilitation needs of building facades in the East Market Street Business District by offering 50/50 matching grants to interested, qualified building and business owners. Grants may be awarded for up to 50% of the total cost of qualified façade rehabilitation, repair, or restoration projects, signs, or awnings with a maximum grant award of \$500. The annual amount set aside for this program is \$3,000, funded from Real Estate Transfer Tax revenues. A cash match is required. Grants are awarded on a reimbursement basis only after the applicant demonstrates full compliance with the grant award. Each eligible improvement may be phased over two fiscal years in order to maximize grant assistance. Full details on this grant program along with the current application (if application period is open) can be found on the Town’s website. Information about this grant program can be found in the Appendix.

Realty Transfer Tax Exemption – 1st Time Homebuyers

This program was established in August 2004 and applies to the entire Town. As stated in the Town of Georgetown Code (Chapter 199, Article I, Section 199-3) there is no tax imposed on realty transfers for those that qualify as first-time home buyers. A first-time home buyer is defined as a person who “individually or as a co-tenant, has at no time held any interest in residential real estate, wherever located and which has been occupied as his or her principal residence, and who intends to occupy the property being conveyed as his or her principal residence within 90 days following recordation.” This incentive encourages first-time home buyers to consider Georgetown over neighboring communities. It is a big financial step to buy your first home and this program helps to lessen some of that cost. Enabling legislation for this incentive can be found in the Appendix.

PROPOSED INCENTIVES

10 Year Property Tax Increase Phase In (on improvements)

This program applies to the incremental increase in the property tax due as a result of the improvement. The phase in will be a 10% increase each year. In year one the Applicant would only pay 10% of the actual property tax, increasing by 10% each year until the full annual property tax is paid in year 10. A chart is included below:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>	<u>Year 10</u>
10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

Impact Fee Reduction

The fee reduction will be based on the type of use. Projects of a commercial nature will be afforded a 20% reduction in water and sewer impact fees. Mixed use projects (commercial and residential) will allow for a 35% reduction in fees. The fee calculation will be based on one initial EDU with additional EDU’s being calculated at the end of the first 12 months in operation. A table illustrating the fee reductions is shown below. As mentioned, there are many up-front costs associated with development and this is another incentive that will help lessen the cost burden.

<u>Utility</u>	<u>Impact Fee</u>	<u>Commercial</u>	<u>Mixed Use</u>
Water	\$ 1,599.00	\$ 1,279.20	\$ 1,039.35
Sewer	\$ 7,400.00	\$ 5,920.00	\$ 4,810.00
	\$ 8,999.00	\$ 7,199.20	\$ 5,849.35
Savings		\$ 1,799.80	\$ 3,149.65

Business License Fee Waiver

The annual Town of Georgetown Business License Fee will be waived for the first five years a business is in operation. This fee waiver will only apply to new businesses. An Applicant that utilizes the fee waiver will still be required to complete a Business License application to be kept on file. There are many up-front costs associated with starting a new business and this incentive will alleviate some of those costs.

Accelerated Development Review Process

All projects that are in complete compliance with the Town Zoning Code will be administratively approved. Planning Commission hearings will not be required if a project can be administratively approved. All reviews, controlled by the Town, will be completed within three weeks of submission. Whether it is a new or renovation project time is a big factor, from first concept stages to construction. An accelerated review process will allow a project to continue to move forward in a timely manner.

Building Permit Fee Reduction

All projects will be eligible for a reduction in the Building Permit Fee based on the value of the improvement. The reduction amount ranges from a minimum of 15% to a maximum of 75%. The reduction amount increases as the value of the improvement increases. The cart below illustrated how the incentive works:

GREATER THAN OR EQUAL TO	BUT NO MORE THAN THAN	COST	DDD	Savings
\$ 300.00	\$ 1,000.00	\$ 25.00		\$ -
\$ 99,000.01	\$ 100,000.00	\$ 520.00		\$ -
\$ 100,000.01	\$ 101,000.00	\$ 525.00	15%	\$ 78.75
\$ 999,000.01	\$ 1,000,000.00	\$ 5,020.00	15%	\$ 753.00
\$ 1,000,000.01	\$ 1,001,000.00	\$ 5,025.00	30%	\$ 1,507.50
\$ 1,999,000.01	\$ 2,000,000.00	\$ 10,020.00	30%	\$ 3,006.00
\$ 2,000,000.01	\$ 2,001,000.00	\$ 10,025.00	45%	\$ 4,511.25
\$ 2,999,000.01	\$ 3,000,000.00	\$ 15,020.00	45%	\$ 6,759.00
\$ 3,000,000.01	\$ 3,001,000.00	\$ 15,025.00	60%	\$ 9,015.00
\$ 3,999,000.01	\$ 4,000,000.00	\$ 20,020.00	60%	\$ 12,012.00
\$ 4,000,000.01	\$ 4,001,000.00	\$ 20,025.00	75%	\$ 15,018.75
\$ 4,999,000.01	\$ 5,000,000.00	\$ 25,020.00	75%	\$ 18,765.00
\$ 5,000,000.01	\$ 5,001,000.00	\$ 25,025.00	75%	\$ 18,768.75

Emergency Services and Georgetown Recreation, Education and Arts Trust Reduction

All projects will be eligible for a 50% reduction in this fee. The fee is based on the value of the new construction cost and is a sliding scale with a minimum of 0.10% and the maximum of 0.50%. A chart showing the fee reduction amount is shown below:

Value of Improvement	Emergency Services Fee	GREAT Fund Fee	Improvement Value	Fee	DDD
Less than \$99,999	0.10%	0.10%			
\$100,000 to \$499,999	0.30%	0.30%	\$ 150,000	\$ 900	\$ 450
Over \$500,000	0.50%	0.50%	\$ 1,500,000	\$15,000	\$ 7,500

Zoning

Investigate zoning code alternatives such as an overlay district or form-based code document that may be developed, adopted and applied to the properties within the District. The possible code modification would use many of the recommendations from the Historic District Study Committee including creating sub-districts based on types of roads / streets and using the proposed permitted uses as a starting point. The existing Design Guidelines for East Market Street along with the town wide Development Design Standards will be used for design guidelines. An overlay district or form-based code could yield higher quality development based on design criteria and expedited approval process.

It should be noted that all proposed incentives will be enacted within 90 days of Downtown Development District designation.

VALUE OF INCENTIVES

To show how the incentives package could have an impact on potential developers two scenarios have been put together showing the outcome of a renovation and new construction.

Renovation – Improvement: \$150,000.00

Assumptions: Commercial Structure, One (1) EDU Required

<u>Item</u>	<u>No</u> <u>Designation</u>	<u>DDD</u> <u>Designation</u>	<u>%</u> <u>Reduction</u>	<u>Incentive</u> <u>Value</u>
Building Permit Fee	\$ 771.00	\$ 655.35	15%	\$ 115.65
Property Tax	\$ 760.80	\$ 76.08	90%	\$ 684.72
Impact Fee	\$ 8,999.00	\$ 7,199.20	20%	\$ 1,799.80
Business License	\$ 78.00	\$ -	100%	\$ 78.00
Emg Svcs & GREAT Fee	\$ 1,500.00	\$ 750.00	50%	\$ 750.00
Total	\$ 12,108.80	\$ 8,680.63		\$ 3,428.17

Percentage of Savings 28%

New Construction – Improvement: \$1,500,000.00

Assumptions: Mixed-Use Structure, Two (2) EDUs Required

<u>Item</u>	<u>No</u> <u>Designation</u>	<u>DDD</u> <u>Designation</u>	<u>%</u> <u>Reduction</u>	<u>Incentive</u> <u>Value</u>
Building Permit Fee	\$ 7,521.00	\$ 5,264.70	30%	\$ 2,256.30
Property Tax Svgs (Yr 1)	\$ 7,608.00	\$ 760.80	90%	\$ 6,847.20
Impact Fee	\$ 17,998.00	\$ 11,698.70	35%	\$ 6,299.30
Business License	\$ 78.00	\$ -	100%	\$ 78.00
Emg Svcs Fee	\$ 15,000.00	\$ 7,500.00	50%	\$ 7,500.00
Total	\$ 48,205.00	\$ 25,224.20		\$ 22,980.80

Percentage of Savings 48%

FUNDING OPPORTUNITIES

The following is a list of agencies and programs that could provide valuable funding opportunities, as well as partners for technical support to complete the implementation strategies.

Community Development Block Grant (CDBG)

www.hud.gov/cdbg

Delaware Historic Preservation Tax Credit Program

<http://history.delaware.gov/preservation/taxcredit.shtml>

Delaware Main Street / USDA Rural Community Development Initiative Grants

<http://www.rd.usda.gov/programs-services/rural-community-development-initiative-grants>

Delaware Preservation Fund

<http://preservationde.org/delaware-preservation-fund/>

DSHA's Affordable Housing Resource Center

http://destatehousing.com/AffordableHousingResourceCenter/ot_toolbox.php

Municipal Street Aid

<http://deldot.gov/information/projects/msa/>

NCALL

<http://www.ncall.org/>

Sussex County Association of Realtors

<http://scaor.com/>

Surface Transportation Block Grant Program, formerly Transportation Alternatives Program (TAP)

<http://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>

USDA Rural Development Loans and Grants

<http://www.rd.usda.gov/programs-services>

06 CONCLUSION



06 CONCLUSION

CONCLUSION

The Town of Georgetown has been working to improve the downtown for years through planning projects and design guidelines specific to the downtown, as well as going through a rebranding process. With all the efforts the Town has put forward they have yet to see their vision achieved. There are numerous obstacles that have kept the downtown from becoming the vibrant and thriving area the Town wishes to see. Putting a Downtown Development District (DDD) Plan together, and applying for DDD designation, has been a great opportunity for the Town to concentrate on a specific area of the downtown and explore the issues it faces and how to best solve those concerns. Through the process of completing this District Plan there was a real focus on the existing conditions of the Town, downtown and proposed District. Topics such as demographics, land use and development potential, and economic development were all thoroughly researched. This helped to clearly identify the number of critical issues the downtown faces. Once the issues were understood, a comprehensive list of goals and strategies were put together that in concert will work to help solve the identified issues. The District Plan also categorizes the strategies in an implementation schedule that the Town can use as a planning tool to apply the strategies in an organized and systematic manner. The strategies are prioritized setting forth what issues are critical to begin with to start moving towards improvements to the downtown. Having a clear understanding of what the problems are that the downtown faces and solutions on how to alleviate these issues, along with quality incentives to potential developers, the Town is well positioned to begin to see the vision they have worked so hard to achieve finally start to become reality.

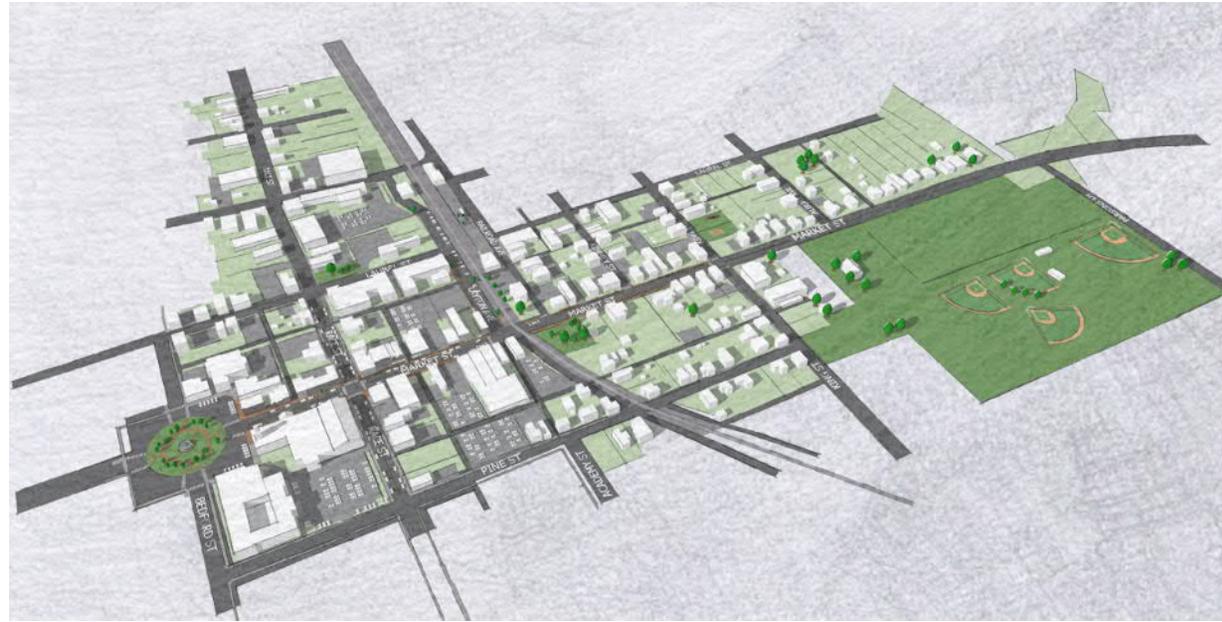
ILLUSTRATIVE RENDERINGS

The District Plan explains at length the vision the Town has – a thriving downtown where residents can find the everyday shops and services they may need, employees that work downtown have places to go between breaks and after work, and where visitors want to come to spend the day and evening in downtown Georgetown. As shown in the Plan and Map 4. Development Potential, there are numerous opportunities for rehabilitation of vacant buildings and infill development. The following are renderings, for illustrative purposes only, of areas throughout the proposed Downtown Development District. Each example shows the existing condition of the area as well as what the area could look like with improvements.

Entire District - Looking Northeast

EXISTING

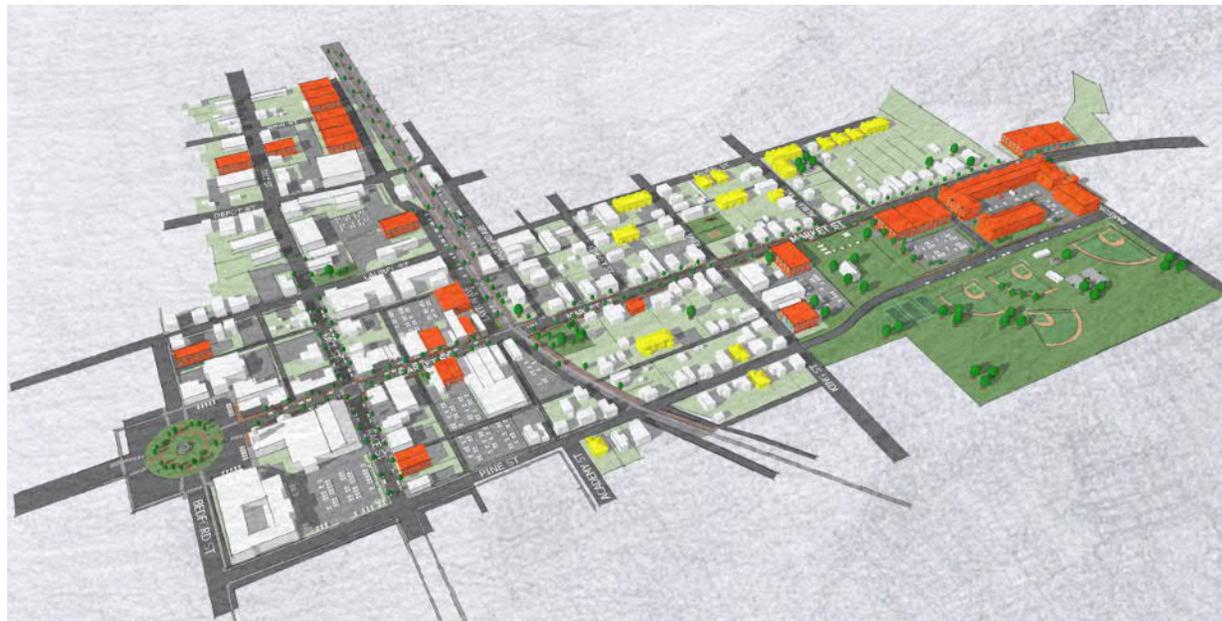
While the proposed District looks almost completely developed, there are more than 30 completely vacant parcels and a dozen parcels with infill potential. There are also numerous buildings that are prime for rehabilitation.



PLAN

There is a completely improved look to the District with these examples of infill development and streetscape improvements. As shown, there are also several parcels that are large enough to be subdivided providing more opportunities for infill development.

The orange represents mixed-use and non-residential buildings. The yellow represents residential, including single-family detached, duplexes and townhouses.



East Side - Looking North



EXISTING

This area is the western gateway into the Downtown. The large vacant parcel between Georgetown Square and the United Methodist Church is one of the priority redevelopment areas. Currently this space is used for community events. The proposed local incentives will not only provide great opportunities for the owners of Georgetown Square, but also infill development by potential developers.



PLAN

This section of Market Street could have a completely different aesthetic, with buildings brought forward and a new access road for convenient parking in the rear of the building. There are also opportunities for improved community space such as a farmers market.

Market and Race Streets - Looking North

EXISTING

Market Street and Race Street are the main corridors through the District and heavily traveled. As shown there are several large lots and underutilized lots that would be ideal for a developer looking for an area high in vehicle and pedestrian traffic.

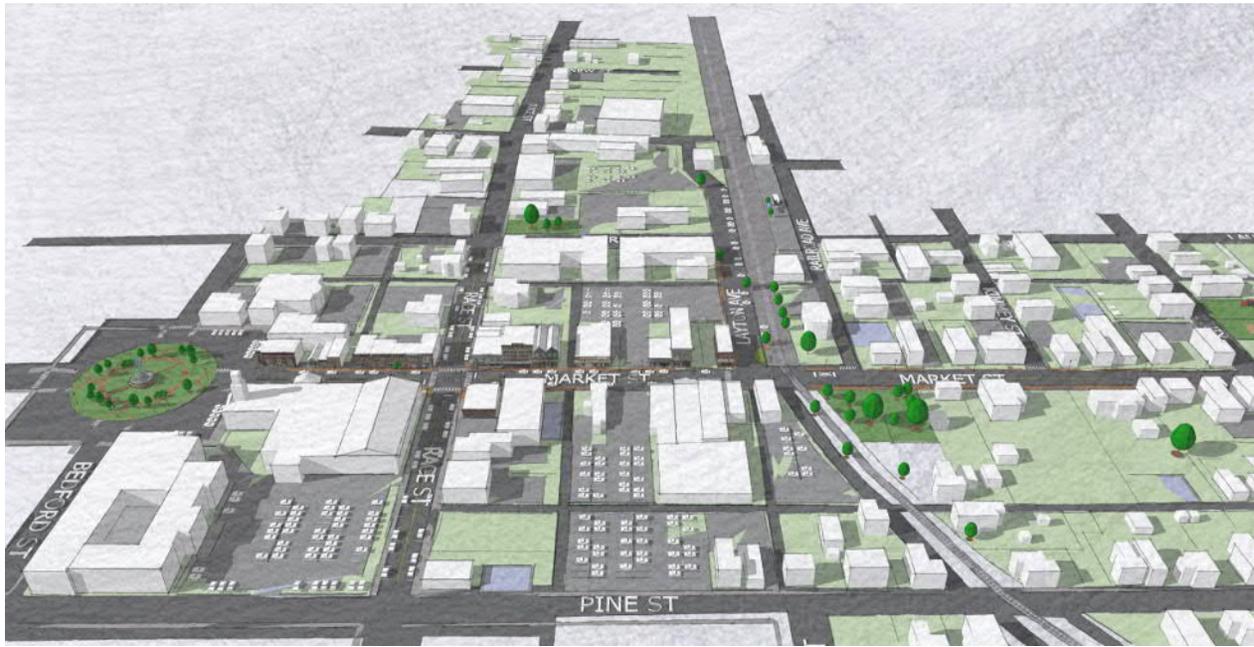


PLAN

This example of infill development greatly improves the rhythm of the street. It also shows how new development can still adhere to and advance the current character of the downtown.



West Side - Looking North



EXISTING

There are many development opportunities in the area west of the railroad, with part of the area being identified as a priority redevelopment area. There are plans for a Lewes to Georgetown Rail-with-Trail system, and would be ideal for developers and new businesses looking to attract visitors utilizing the trail system.



PLAN

Not only does this area provide opportunity due to the Lewes to Georgetown Rail-with-Trail, but it is also a highly visible gateway to the Circle.

Street Views

East Gateway - Looking West

Streetscape improvements to the east and west gateways prove minor improvements can have a real impact.

Active sidewalks, street trees and pedestrian-oriented lighting with banners help to beautify the street, instill civic pride, and let people know they have arrived in a dynamic and vibrant downtown. These features, along with on-street parking and curb-bulbs also help to calm traffic as they enter the downtown.



Market Street - Looking West



Railroad to Circle



EXISTING

Market Street is a major gateway leading to the Circle. This area is heavily traveled by cars and pedestrians.



PLAN

The opportunities for infill development along with streetscape improvements make for an inviting gateway into the Circle. This is an important area to focus on since it is such a heavily traveled thoroughfare.

Rail-with-Trail

EXISTING

The Lewes to Georgetown Rail-with-Trail would be a great feature to draw visitors to downtown. There are currently no designs for Georgetown's portion of the trail, but the Town can still anticipate the number of potential visitors the trail will bring.



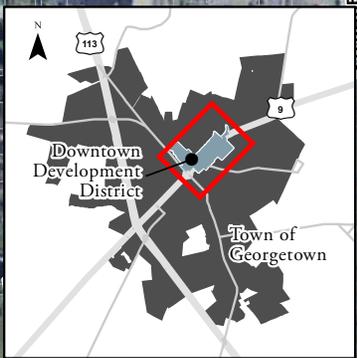
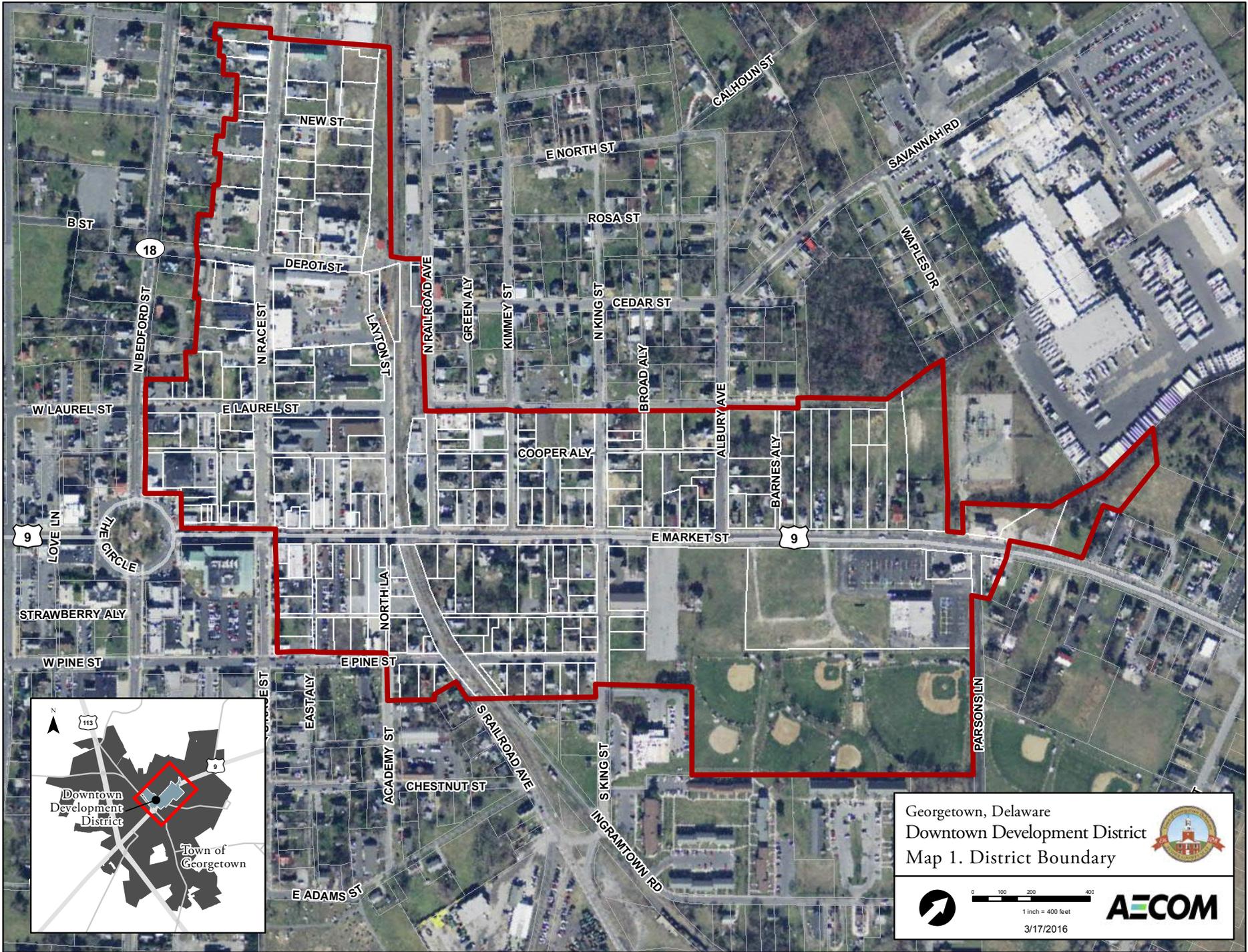
PLAN

Directly along the trail there are several opportunities for infill development that will only enhance the appearance and area surrounding the trail.



MAPS

- Map 1 District Boundary**
- Map 2 Existing Land Use**
- Map 3 Zoning**
- Map 4 Development Potential**
- Map 5 Transportation**
- Map 6 Parking**
- Map 7 Historic Places**
- Map 8 State Strategies**

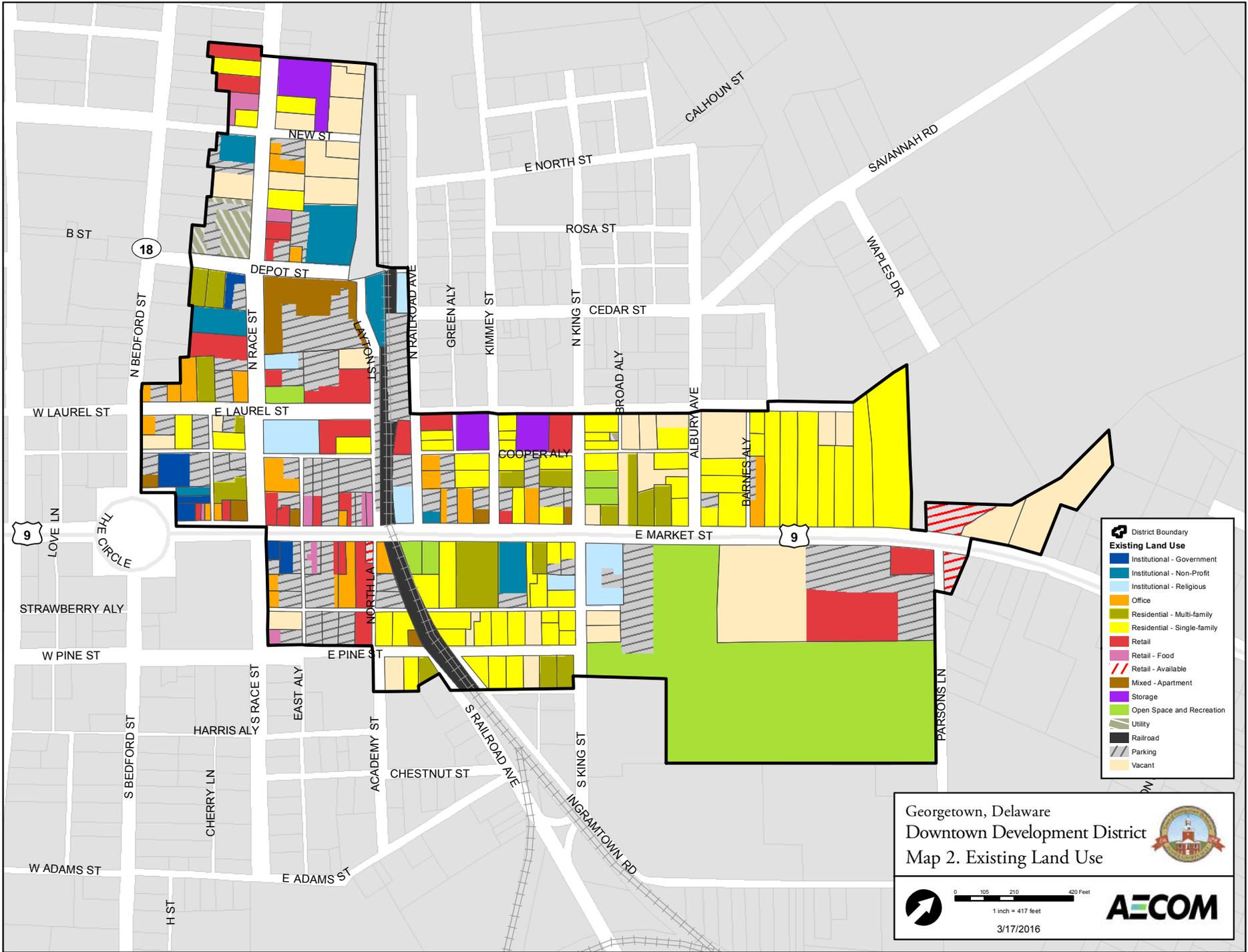


Georgetown, Delaware
 Downtown Development District
 Map 1. District Boundary



0 100 200 400
 1 inch = 400 feet
 3/17/2016

AECOM



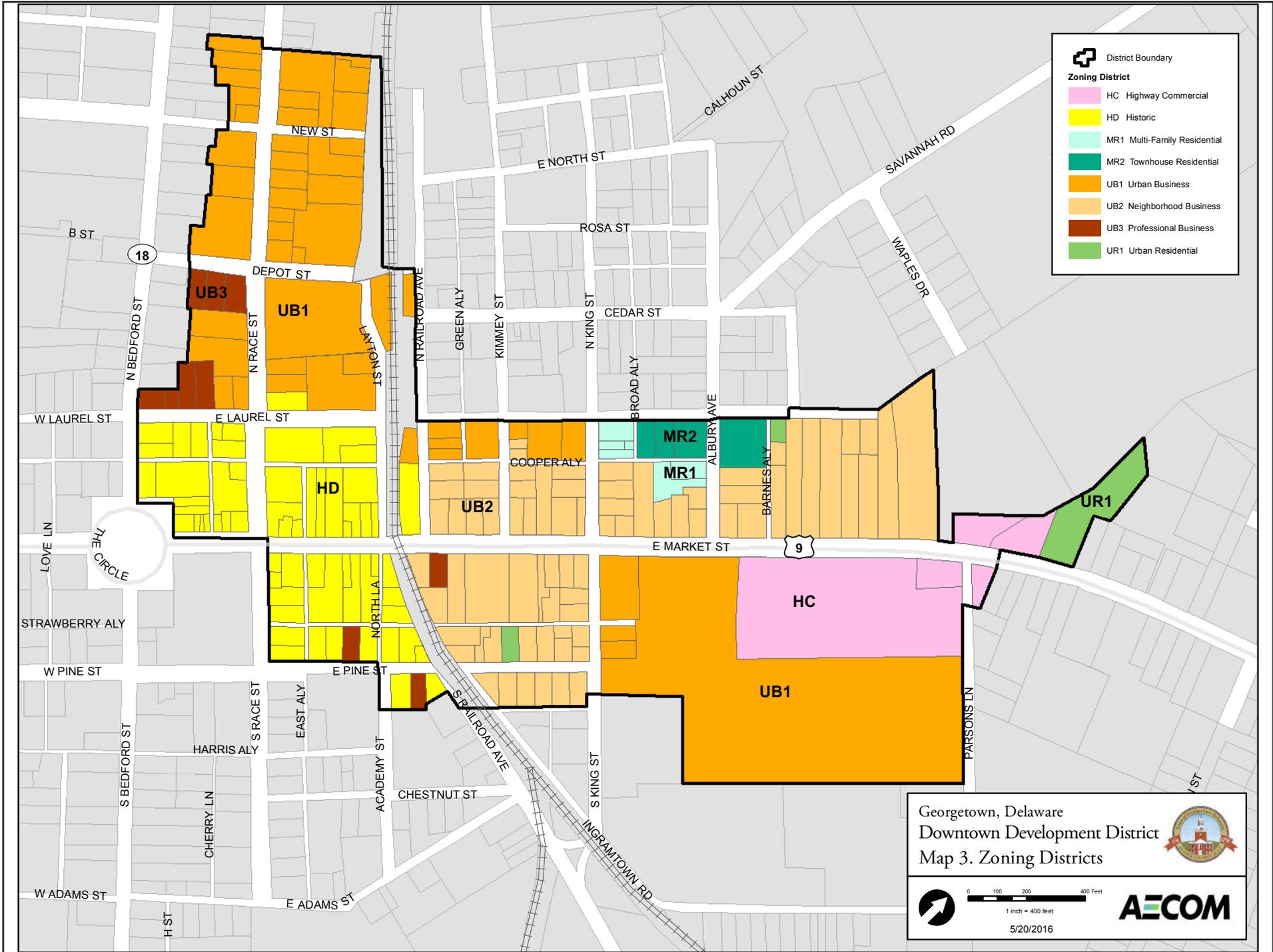
District Boundary

Existing Land Use

- Institutional - Government
- Institutional - Non-Profit
- Institutional - Religious
- Office
- Residential - Multi-family
- Residential - Single-family
- Retail
- Retail - Food
- Retail - Available
- Mixed - Apartment
- Storage
- Open Space and Recreation
- Utility
- Railroad
- Parking
- Vacant

Georgetown, Delaware
 Downtown Development District
 Map 2. Existing Land Use

0 105 210 420 Feet
 1 inch = 417 feet
 3/17/2016



District Boundary

Zoning District

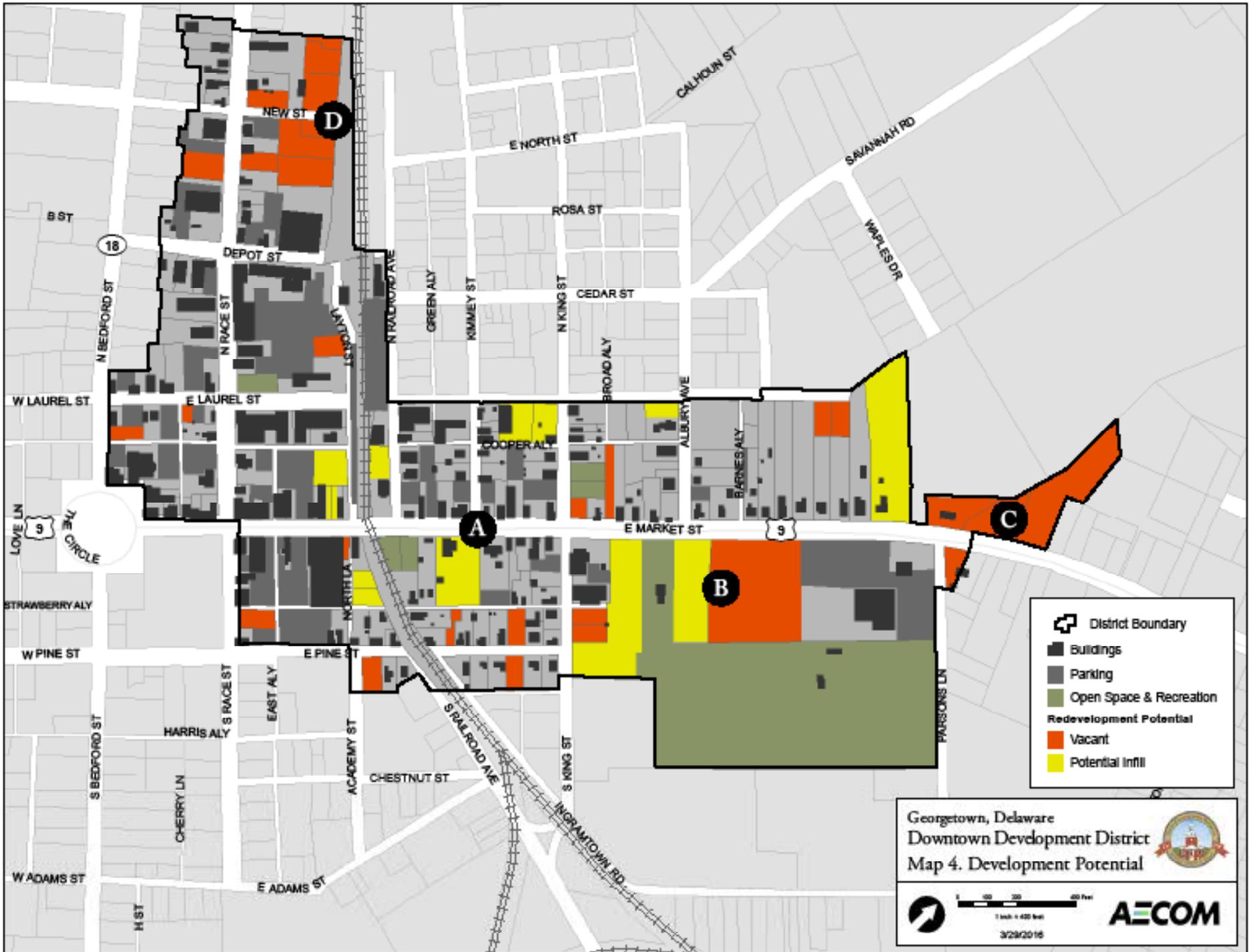
- HC Highway Commercial
- HD Historic
- MR1 Multi-Family Residential
- MR2 Townhouse Residential
- UB1 Urban Business
- UB2 Neighborhood Business
- UB3 Professional Business
- UR1 Urban Residential

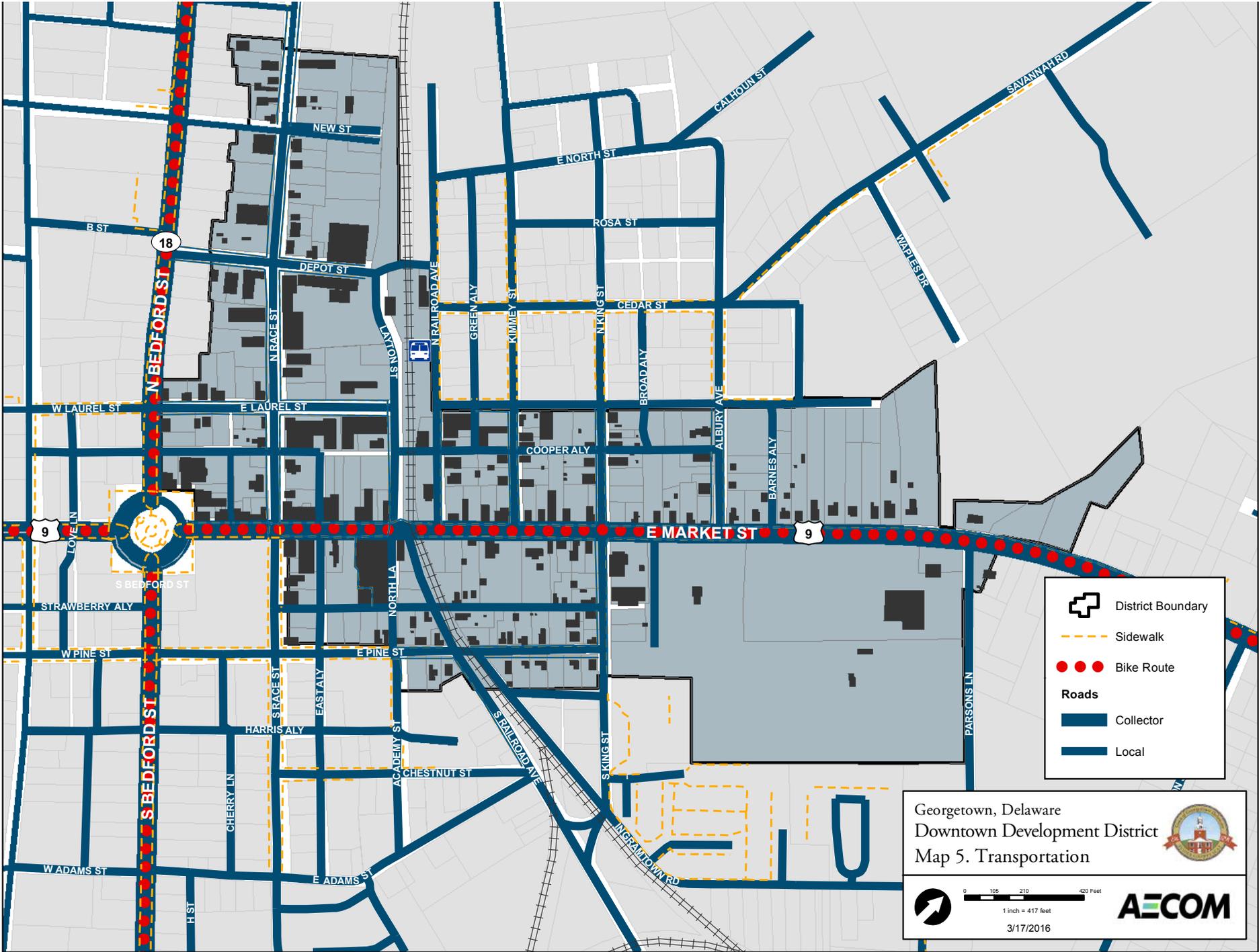
Georgetown, Delaware
 Downtown Development District
 Map 3. Zoning Districts

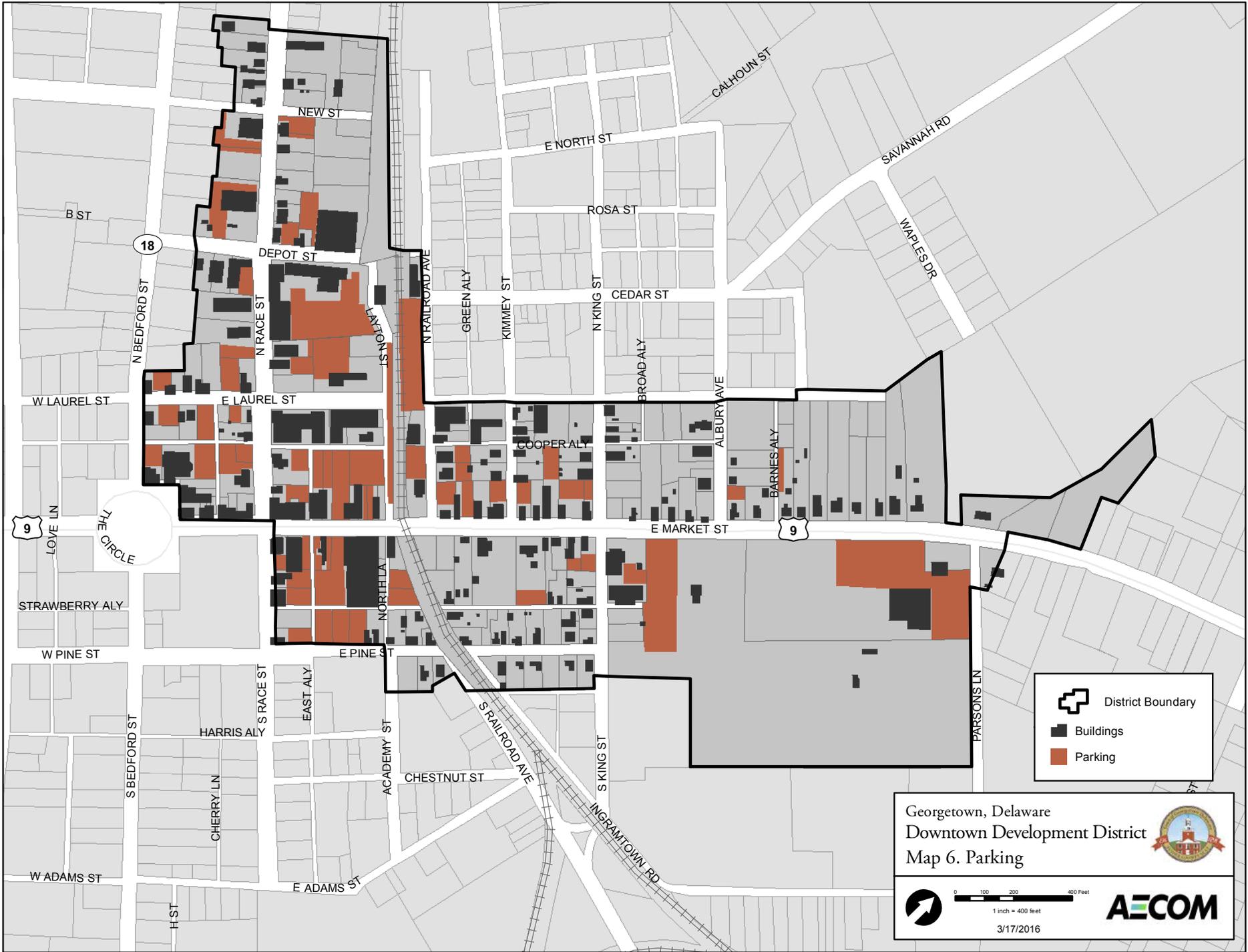


0 100 200 400 Feet
 1 inch = 400 feet
 5/20/2016









18

9

9



District Boundary



Buildings



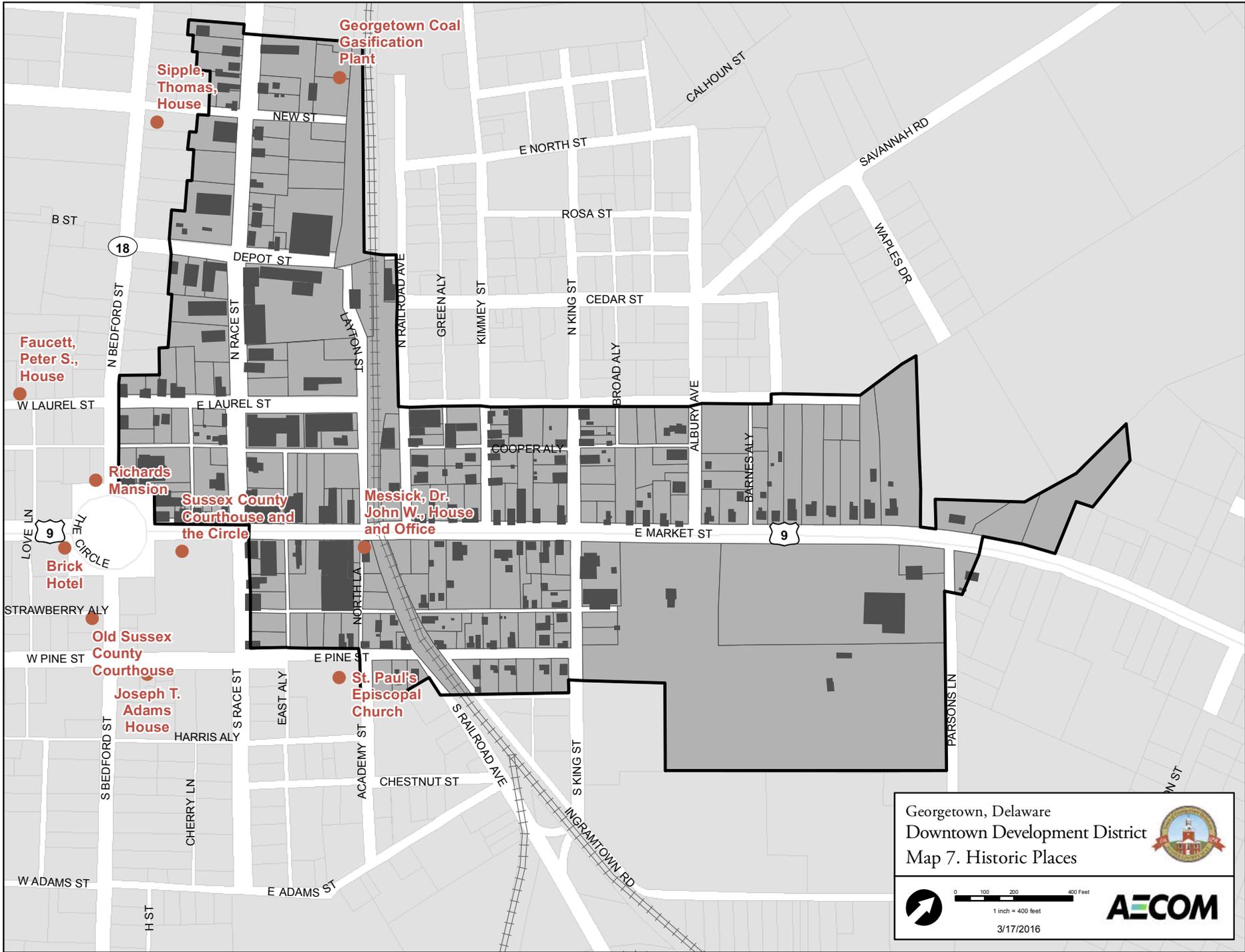
Parking

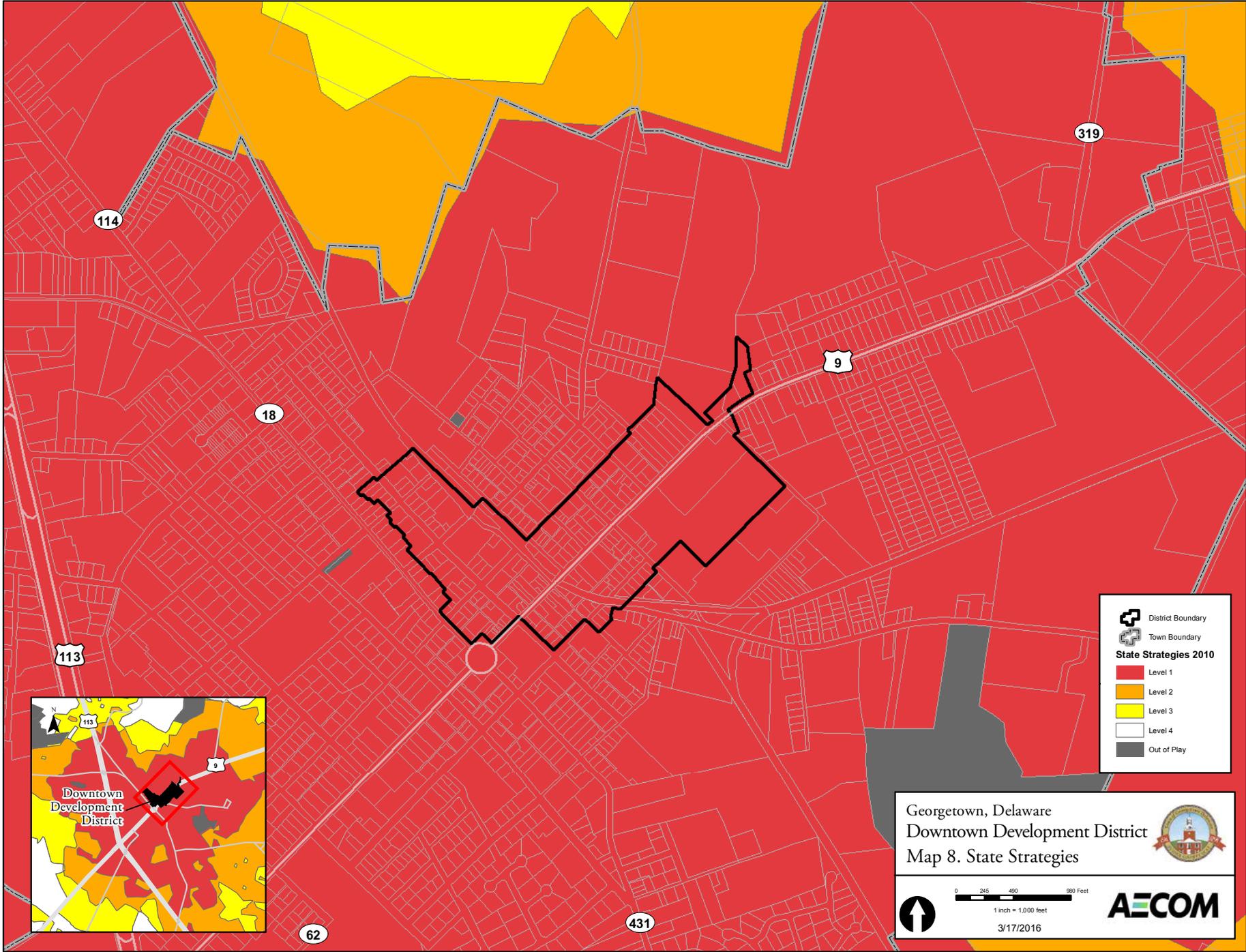


1 inch = 400 feet

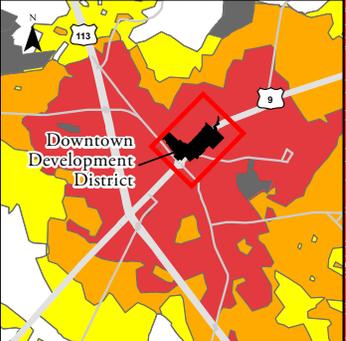
3/17/2016







 District Boundary
 Town Boundary
State Strategies 2010
 Level 1
 Level 2
 Level 3
 Level 4
 Out of Play



Georgetown, Delaware
 Downtown Development District
 Map 8. State Strategies

0 245 490 980 Feet
 1 inch = 1,000 feet
 3/17/2016




APPENDICIES

SWOT Analysis

Downtown Survey Results

Draft Georgetown Downtown

**Development Overlay District
Resolution**

APPENDIX

SWOT ANALYSIS

SWOT ANALYSIS (strengths, weaknesses, opportunities & threats)

The SWOT analysis is a strategic balance sheet that includes lists of the Downtown Development District's strengths, weaknesses, opportunities and threats. The purpose of outlining this information was to help the Town understand the District from an unbiased perspective. The benefits of a SWOT analysis are that it provides learning and knowledge critical to the Downtown's vitality and prosperity. This information was gathered over the course of several Task Force meetings, the online survey, public outreach and background research.

STRENGTHS

- The Circle
- Historic
- Location
- Scale
- Walkability
- Continuing education
- Traffic
- Viability
- Town leaders & staff
- Airport
- Proactive businesses
- Cultural diversity
- Business mix
- Available space
- 16 Mile
- Parking
- Professional businesses
- Broadband availability
- Supporting local businesses
- Friendly local service
- Number of events
- Street enhancements (e.g., flags, trash receptacles)
- Daytime safety
- Natural gas
- People want more opportunities downtown, NOT strip malls

WEAKNESSES

- Litter / upkeep
- East / West traffic
- Crosswalks
- Monday - Friday government businesses
- Lack of retail / restaurants
- Town closed after 5 pm
- Existing property owner buy-in
- Recreational amenities
- 16 Mile
- Unsafe feeling at night
- Lack in variety
- Difficult / inconvenient to park and walk
- Very limited dining opportunities
- Poor lighting
- Vacant storefronts
- Farmers' market move to 16 Mile
- Sidewalk widths preclude outdoor dining
- Condemned buildings, especially at gateways
- Character - property maintenance / streets / cleanliness

OPPORTUNITIES

- Cultural gap
- Cultural generation
- Nearby beaches overdeveloped
- Bike trail
- Rail

- Police safety
- Better signage
- Improve on urban tree canopy
- Attract neighborhood retail
- Encourage mid - to upscale housing
- Encourage outdoor public space
- Business Improvement District
- Downtown Merchant's Association
- Balance between greenery / foliage and buildings
- Options for nighttime activities
- Additional opportunities for younger generation
- Information kiosks/online information
- Build on "Well Rounded" and marketing campaign
- Parking garage for court use
- Test run "First Friday" or "Merchants' Night"
- Changing perception of parking issue
- Better advertise Town's Facade Improvement Grant
- Inclusion of additional acreage in boundary (Race Street)
- Parking for special events/prior communication

THREATS

- Unsafe feeling at night
- Perception of slumlords and tenants
- Settling for status quo
- Lack of downtown attraction / businesses
- Vacant storefronts
- Rundown appearances of nearby housing
- Demolition or neglect of historic properties
- Lack of inclusion of multi-cultural presence
- Lack of businesses/entertainment for under 40s
- Conversion of single-family homes to apartments
- Need to go to Route 1 for day-to-day amenities

APPENDIX

DOWNTOWN SURVEY RESULTS

SURVEY RESULTS



- **TOTAL RESPONSES – 356**
 - 32% - Georgetown Residents
 - 28% - Georgetown Employees
 - 19% - Visitors
 - 16% - Georgetown Property Owners
 - 6% - Georgetown Business Owners
- **Shopping frequencies (Q2):**
 - Downtown Georgetown – once every few months (29%)
 - Route 113 Corridor – 2-4 times a week (30%)
 - Millsboro/Milford – once a week (26%)
 - Rehoboth/Lewes – once a month (33%)
 - Seaford – never (34%)
 - Big write-in: Salisbury, MD

AECOM

SURVEY RESULTS



- **Places/Stores Visited in Georgetown (Q3):**
 - Restaurant – 84%
 - Retail – 37%
 - County Offices – 26%
 - Professional Services – 18%
 - Town Hall – 15%
 - Court – 10%
 - Write-Ins:
 - church, post office, library, 16 Mile, Harrison Senior Living, farmers' market
- **Times Visited (Q4):**
 - M-F, before 5 (50%)
 - M-F, 11-2 (23%)
 - M-F, after 5 (16%)
 - S-S, before 5 (9%)
 - S-S, after 5 (3%)

AECOM

SURVEY RESULTS



- **Event Attendance (Q5):**
 - Return Day (71%)
 - Farmers' Market (66%)
 - Concerts in the Park (46%)
 - Christmas Parade (46%)
 - Caroling on the Circle (34%)
 - Wings & Wheels (30%)
 - Foodie & Farmers Fest (28%)
 - Car Shows (23%)
 - Art Crawl (16%)
 - Arts & Flowers Craft Show (15%)
 - Oyster Eat (14%)
 - Easter Egg Hunt (12%)
- **Bluegrass Festival (8%)**
- **First Saturday (6%)**
- **Write-Ins:**
 - Back to the Future
 - New Years Eve on the Circle
 - Trick of Treating
 - Possum Point Players
 - Little League Opening Day

AECOM

SURVEY RESULTS



- **What attracts you to a shopping/business area (Q7)?**

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Variety of products & services	42%	35%	12%	8%	4%
Quality of products & services	46%	37%	13%	2%	2%
One-stop shopping	22%	33%	30%	10%	5%
Look & feel of area	39%	41%	17%	3%	1%
Friendly service	48%	41%	9%	1%	1%
Independents > Chains	28%	42%	27%	2%	1%
Nearby restaurants	40%	50%	7%	3%	1%
Shopping after 5:00pm	21%	26%	36%	12%	5%
Close to home/work	37%	47%	12%	4%	1%
Convenient parking	44%	35%	12%	6%	3%
Pedestrian safety/convenience	36%	37%	23%	4%	1%
Price	30%	40%	29%	2%	1%

AECOM

SURVEY RESULTS



- Do you feel safe (Q8)?
 - Daytime? **99% said YES**
 - Nighttime? 64% said yes. Reasons for those who said no:
 - Little is open/few people are out (12)
 - Crime (11)
 - General uncomfortable feeling (11)
 - Poor lighting (10)
 - Listed various populations (7)
 - Lack of police (4)
 - "Seedy" areas (2)
 - Parking (1)

AECOM

SURVEY RESULTS



- Major Advantages (Q9):
 - Supporting local businesses – 64%
 - Small town/historic character – 62%
 - Convenient location – 61%
 - Events – 48%
 - Friendly local service – 46%
 - Within walking distance – 35%
 - Know local employees – 28%
 - Lack of traffic/crowds – 25%
 - Fair prices – 22%
 - Easy to find parking – 22%
 - Selection of goods/services – 4%

AECOM

SURVEY RESULTS



- Major Disadvantages (Q10):
 - Lack of variety of goods/services – 78%
 - Limited hours – 42%
 - Difficult/inconvenient to park/walk – 38%
 - Poor appearance – 30%
 - Traffic – 26%
 - Poor customer service – 3%
 - Inconvenient location – 3%
 - High prices – 3%

AECOM

SURVEY RESULTS



- Future Scenarios (Q11)

	Very Appealing	Somewhat Appealing	Not Appealing
Community Center	73%	22%	1%
Green Space	72%	23%	1%
Destination Niche Retail	53%	30%	11%
Professional	50%	37%	7%
Neighborhood Retail	47%	36%	10%
Residential Mix	44%	30%	17%
Regional Retail Center	33%	31%	25%

AECOM

SURVEY RESULTS



- What businesses would you like to see in the downtown (Q12)?
 - Commercial retail – 62%
 - Specialty retail – 60%
 - Personal service – 51%
 - Public and civic – 42%
 - Temporary – 27%
 - Youth programs – 26%
 - Convenience store – 21%
 - Senior center – 16%
 - Professional office – 13%
 - Institutional - 8%

AECOM

SURVEY RESULTS



- What restaurants would you like to see in the downtown (Q13)?
 - Locally-owned – 78%
 - Specialty food – 64%
 - Evening dining – 61%
 - Tavern & grill – 58%
 - Breakfast/lunch dining – 46%
 - Farmers' market/produce – 46%
 - Coffee shop – 42%
 - Deli/sandwich – 37%
 - Wine bar – 33%
 - Chain restaurants – 31%
 - Grocery – 23%
 - Fast food/take out – 10%
 - Other – 7%

AECOM

SURVEY RESULTS



- What types of arts/cultural events & activities are best suited for the downtown (Q14)?
 - Outdoor concert – 77%
 - Seasonal/holiday festival – 76%
 - Food festival – 72%
 - Kid/family-friendly event – 55%
 - "First Friday" – 49%
 - Antique festival – 45%
 - Cultural/heritage festival – 41%
 - Merchants' Night – 34%

AECOM

SURVEY RESULTS



- What changes would help improve the downtown area? (Q15)
 - Greater variety of stores – 78%
 - Improved appearance – 56%
 - Improved parking – 55%
 - Creative storefronts & signage – 45%
 - Attractive outdoor dining areas – 45%
 - Greater selection of merchandise- 40%
 - Expanded store hours – 35%
 - Less traffic congestion – 29%
 - Better quality of merchandise – 27%
 - Greater feeling of safety – 27%
 - Additional outdoor seating – 26%
 - Better atmosphere – 23%
 - Additional promotion & advertising – 17%
 - More competitive pricing – 8%
 - Improved customer service – 5%

AECOM

SURVEY RESULTS



- What could be done with vacant lots/buildings (Q17)?
 - Parking
 - Restaurants
 - Niche retail
 - Event space (indoor/outdoor)
 - Youth/senior center
 - Incubator space (business, artisan, etc.)

- What would you keep vs. change (Q18)?
 - Keep: historic charm/small town feel
 - Change: be creative in attracting variety of new businesses to revitalize the area

AECOM

SURVEY RESULTS



- What would help attract people to the downtown (Q19)?
 - Strong marketing campaign that is used by the Town & businesses alike (along the lines of Berlin's "Coolest Small Town")
 - Better promote festivals & other events
 - Wider selection of unique businesses
 - Have inviting gateways into the Town as a whole, but also the District
 - Create cultural learning opportunities between ethnic backgrounds
 - Enforce property maintenance codes so businesses and residences better maintain properties

AECOM

Merchant Survey - Completed as part of the Downtown Survey

MERCHANT SURVEY RESULTS



- Do you have a need to expand?
 - Yes - 17%
 - No - 39%
 - Maybe - 17%
- What would you need to expand downtown?
 - Parking - 50%
 - Available space - 30%
 - Capital/funding - 20%
 - New building - 10%
 - Localized incentives - 10%

AECOM

MERCHANT SURVEY RESULTS



- Thoughts on store hours:
 - I am open all the hours I need to be - 50%
 - I would be open more if I were sure of sales - 30%
 - I would be open more but can't find good staff - 20%
- Would you be interested in expanded hours for special events:
 - Yes - 60%
 - No - 40%

AECOM

MERCHANT SURVEY RESULTS



- Major barriers facing your business:
 - General operating costs - 50%
 - Parking - 50%
 - Current economic conditions - 40%
 - Customer traffic - 30%
 - Property improvements - 30%
 - Congestion/traffic - 30%
 - Cost of rent/property - 20%
 - Availability of telecom services - 20%
 - Cash flow/working capital - 20%
 - Insurance costs - 20%
 - Public safety/crime - 20%
 - Payroll costs - 10%
 - Availability of employees - 10%
 - Computer/technology issues - 10%
 - Codes or regulations - 10%

AECOM

APPENDIX

DRAFT GEORGETOWN DOWNTOWN DEVELOPMENT OVERLAY DISTRICT

DRAFT - Georgetown Downtown Development Overlay District

STATEMENT OF INTENT

This overlay district is intended to protect and promote the aesthetic character and functionality of major tourist access corridors leading into the designated Georgetown Development District. Such entryways warrant special attention and controls because they promote the general welfare of the community by attracting visitors and generating business through heritage tourism-based economic development. Enhancement will occur through regulation and guidance of site development including, but not limited to: sidewalks, off-street parking, signage, landscaping, mechanical unit placement, lighting, as well as building materials and architectural features such as roof pitch, broken wall planes, façade enhancements, and porches, thereby enhancing the overall appearance of the corridor, while improving access along the corridor through increased walkability and interconnectivity.

1. DEFINITIONS

ALTERATION: An act or process that changes one or more historic, architectural features of an area, site, place or structure, including but not limited to the erection, construction, reconstruction, or removal of any structure.

AWNING: Retractable or fixed mounted shading devices, usually constructed of fabric and metal pipe. Awnings can often be ornamental.

BAY (BUILDING): A measurement of building width usually determined by the distance between major load bearing walls and/or windows and doors.

BELT COURSE: A horizontal band usually marking the floorlevels on the exterior facade of a building.

BRACKET: A supporting member for a projection, typically shaped like an inverted L, often made of wood, stone or metal.

BULKHEAD: The areas that support the display windows; can be of wood, stone or metal, or can be glazed.

CANOPIES: A more permanent, i.e. not fabric, version of an awning. In historic buildings of the 18th century, these shingled versions are called pent eaves.

COLUMN: A vertical structural member, can be made of wood, metal or stone, often round.

COPING: A type of stone or concrete block that is used to cap off and waterproof the top of a stone or brick wall. Modern metal version is referred to as "cap flashing."

CORBELING: Masonry term describing the parts of a wall or chimney that "step out" progressively to create a shadow line or rain protection, or to support what is above.

CORNICE: A continuous, projecting, horizontal element that provides the transition between building wall and roof, or between storefront and upper stories.

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CORNICE LINE: Usually refers to the top of a flat roofed facade.

CUPOLA: A small, roofed structure crowning a ridge or turret, originally domed, sitting on a circular or polygonal base.

DESIGN GUIDELINES: A set of guidelines adopted by a municipality to serve as a visual and graphic aid in describing acceptable alterations for designated properties, they are usually generously illustrated and written in a manner that would be understood by most property owners.

DISPLAY WINDOW: The main areas of clear glass on a storefront behind which goods are arranged.

DORMER: A projecting vertical structure on the slope of a roof which provides light and headroom to the interior space.

DOUBLE-HUNG: A window consisting of two sashes, one above the other, both of which slide vertically on separate tracks.

DRIVIT: A brand name for a particular exterior insulation and finish system (EIFS) that resembles stucco.

EAVE: Refers to the part of a facade where a gabled roof meets the exterior wall, i.e. where gutters and soffits are found.

ELEVATION: Each of the vertical exterior walls of a building, also called façade.

FAÇADE: Each of the vertical exterior walls of a building, also called elevation.

FAÇADE COMPOSITION: How parts of a façade are organized or articulated to create an overall sense of visual harmony. The traditional system of this is divided into three parts:

STOREFRONT LEVEL: Main Floor/Foundation or base.

UPPER FAÇADE: Area of the facade which rests on the base and supports the top.

CORNICE: How and where the building expresses its height and stature: the crown/attic.

FASCIA: The vertical surface of the horizontal element that encloses a box cornice or covers the outer edge of a porch floor structure.

FENESTRATION PATTERN: The placement and rhythm of window and door openings on a building's facade.

FINIAL: A decorative terminal form at the top of a feature.

FLASHING: Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and the vertical surfaces or roof penetrations, chimney or abutting walls.

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GABLE: Triangular shaped wall which supports a sloped roof with two sides.

GLAZING: Window glass, often called window panes, most common is six over six glazing in upper story windows.

HARDIPLANK: A brand name for a fiber cement siding used to cover the exterior of a building in both commercial and domestic applications. Fiber cement is a composite material made of sand, cement and cellulose fibers.

HIERARCHY: A system for organizing the facade so that important parts of the building facade are visually distinguished from those that are not. For instance, important windows are larger than the others, or main entries are centered and recessed and/or have a small porch roof, and the cornice line above the main door is often embellished.

HEAD: Top horizontal part of a window.

LINTEL: Structural member above a storefront that supports the parapet or upper wall.

MASSING: The three-dimensional form of a building.

MULLION: A heavy vertical divider between windows or doors.

MUNTIN: The wooden horizontal and dividers between panes of glass in a window, the muntins are surrounded by a window sash, the muntins and the sash hold the window glass in place.

PARAPET WALL: The part of the facade wall which extends up beyond the roof. By being so, it increases the building's stature, and its shape can help indicate the location of the main entry, and/or help the facade to harmonize with its neighbors.

PEDESTRIAN FRIENDLY: A street that caters to the many needs of the pedestrian: sun and rain protection, restful sitting area, diminished traffic noise (to allow for conversations), natural beauty (trees and planters), and manmade beauty (attractive architecture, pavement, parks, lighting, benches, and wastebaskets).

PEDIMENT: Classical triangular roof like ornament usually found over a main entry.

PIER: A vertical structural member can be made of wood, metal or stone, often square shaped.

PRESERVATION: Taking actions to sustain the existing form, integrity and material of a building, or structure and the existing form and vegetative cover of a site, it may include initial stabilization work as well as ongoing maintenance of the historic building materials.

RECONSTRUCTION: Reproducing by new construction the exact form and detail of a vanished building as it appeared at a specific period of time.

REHABILITATION OR HISTORIC REHABILITATION: Returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those aspects or features of the property that are significant to its historical, architectural and cultural values.

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RESTORATION: Process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work.

ROSETTE: A typically circular motif that helps secure the lintel to the structure behind, most often made of cast iron.

RHYTHM: Refers to a streetscape with an established pattern of similar building widths and heights traditionally interrupted or accented by public buildings, parks and the most important commercial structures.

SASH: A frame for glass to close a window.

SCALE: A system for evaluating the parts of a building facade and determining if they look too large or too small to fit into the overall facade. Similarly used to determine whether a building is too large, small, narrow, tall, etc., to visually harmonize with its neighbors, or fit into the established streetscape pattern.

SECRETARY OF THE INTERIOR'S STANDARDS: The Federal standards established by the US Department of the Interior regarding the preferred treatment for preservation, reconstruction, rehabilitation, or restoration of historic properties.

SIGNAGE BAND: Location along the top edge of the storefront where signage was located on historic buildings.

SILL: Horizontal member immediately below the window assembly, made of brick, wood or stone.

SOFFIT: The exposed underside of a component of a building such as a canopy.

STOREFRONT: The front, first floor level, exterior wall of commercial space, typically with large areas of glass.

STREETSCAPE: The assemblage of building facades, sidewalks, plantings and open space that make up a street; as they are experienced by someone walking down the street.

T1-11 SIDING: Grooved plywood sheet siding designed to imitate vertical shiplap siding.

TRANSOM: Upper windows in a storefront, or above a door. Transoms can be operable or fixed, and made of clear or patterned glass.

TRANSITION ZONE: The area between the street and the building where the pedestrian feels protected by the building without entering it, and/or the sidewalk area where one prepares to enter or look within. On buildings set back from the sidewalk a large planted or paved expanse, this zone may be referred to as a lawn or plaza.

UPPER FLOORS /UPPER STORY: The usually non-retail volume above the retail ground floor, multistory Main Street buildings are typically between 2 and 4 floor.

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WINDOW HOOD: A projecting structural member above a window, on Main Street typically of wood or cast iron.

2. GENERAL PROVISIONS

- a. Any use, activity, lot, or structure subject to the provisions of the Downtown Development (DD) District which does not conform to the provisions of the DD district shall be subject to **Article 17**, nonconformities, of this Ordinance.
- b. No certificate of appropriateness shall be required for the following activities:
 - i. Interior alterations to a building or structure having no effect on the use or exterior appearance of the building, structure, or grounds.
 - ii. General repair and maintenance of the exterior of a structure where no substantial change in design, color, or material is proposed as determined by the Planning Administrator.
 - iii. Accessory residential buildings where no site development plan is required for the work subject to the building permit.
 - iv. The Town of Georgetown shall not adopt or impose any specific architectural style in the administration of this section.
 - v. **The Town Manager shall be the Review Board in the administration of the Downtown Development District. The Commission, at its discretion, may authorize the Planning Department to review and approve minor alterations. Staff shall report all approvals in a report to the Town Council each month.**

3. CERTIFICATE OF APPROPRIATENESS

- a. GENERALLY
 - i. Application for a Certificate of Appropriateness shall be made to the Planning Department.
 - ii. No building or structure within any Downtown Development District shall be constructed, altered, or demolished, until a Certificate of Appropriateness is issued by the Planning Department.

4. DOWNTOWN DEVELOPMENT DISTRICT - DD

- a. CRITERIA
 - i. Architect's or artist's rendering of all proposed structures depicting the front, side and rear elevations include architectural treatment of all structural exteriors, including building materials and colors to be utilized.
 - ii. Rendering of the landscape treatment in perspective view depicting parking areas visible from public road. If appropriate, this rendering may be combined with the one in subparagraph 'i' above.
 - iii. The location and design of all proposed exterior site lighting within the proposed development.
 - iv. Photographs or drawings of neighboring uses and architectural styles.
- b. ACTION BY THE REVIEW BOARD
 - i. If the Commission finds that the request is consistent with the standards and guidelines applicable to the specific DD District, then the **Town Manager** shall approve the request. If the **Town Manager** instead finds that such plans are not in conformance with the standards nor generally consistent with the guidelines

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- the **Town Manager** shall deny approval of the plans or shall approve the plans with reasonable conditions which implement the intent of the district.
- ii. If a decision of denial is made, the applicant shall be provided, in writing, any and all reason(s) of denial.
- c. ISSUANCE
 - i. Immediately upon approval by the **Town Manager** of any new construction, alteration, or demolition, a Certificate of Appropriateness, shall be issued by the Planning Director bearing the date of issuance.
 - d. EXPIRATION
 - i. Any Certificate of Appropriateness issued pursuant to this Ordinance shall expire of its own limitations two (2) years from the date of issuance if the work authorized by said certificate has not commenced; and further, if any such work is suspended or abandoned for a period of two (2) years after being commenced. Any period or periods of time during which the right to use any such certificate is stayed pursuant to this Article shall be excluded from the computation of the two (2) year period.

5. Board of Adjustment

- a. APPEALS
 - i. The Town Council reserves unto itself the right to review all decisions of the **Town Manager** made in the administration approval which, in its discretion, it shall deem necessary to the proper administration hereof. Any person aggrieved by any decision of the **Town Manager** in the administration of this section may demand a review of the application by the Board of Adjustment. The Board of Adjustment may affirm, reverse or modify, in whole or in part, the decision of **Town Manager**. In considering an appeal, the Board of Adjustment shall give due consideration to the recommendations of the **Town Manager** together with such other evidence as it deems necessary for a proper review of the application.

6. EAST MARKET STREET CORRIDORS

- a. Building Orientation
 - i. At least one structure on the site shall be no more than fifteen feet (15') from public right-of-way.
 - ii. No structure, other than an accessory structure, shall have a footprint less than 1,000 square feet.
 - iii. No single structure shall have a foot print exceeding 40,000 square feet
 - iv. At least one main entrance of the structure shall be oriented toward a public street frontage.
 - v. No structure shall exceed forty-five feet (45') in height.
- b. Site Access
 - i. Provisions shall be made for connectivity of sidewalks to adjacent parcels and inter-parcel access from existing/proposed off-street parking areas to parking areas on adjacent parcels, where appropriate.
 - ii. Bike racks and/or improvements supporting mass-transit are encouraged to promote multi-modal transportation.
- c. Parking and Drive-Thru

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- i. No more than sixty feet (60') of off-street parking shall be located between a structure and the street.
- ii. Off-street parking should be located in non corner side or rear yards.
- iii. Off-street parking located in a front or corner side yards shall be a minimum of fifteen feet (15') from public right of way.
- iv. Drive-thru(s) shall not be oriented toward a front or corner side yard, except as
- v. No more than two (2) drive-thru stations shall be provided.

d. Main Structure

- i. Primary roofs, as defined, shall have a minimum pitch of 6:12, should include features such as: gables, soffits, dormers, and/or cupolas. Long monotonous primary roof planes of more than thirty feet (30') in length along the front and corner side elevation, and forty-eight feet (48') in length for non-corner side and rear elevations shall be avoided. Said roof planes shall be broken by a minimum of one other roof plane. The intervening roof plane(s) shall be at a different angle and or pitch to the longer roof plane. Deviations from these standards may be considered for dormers and/or other roof features that are in proportion to the structure and satisfy the intent of this requirement.
- ii. Enhancements to the structure including porches, canopies, and awning, which soften the structure's impact to the street, are encouraged. Awnings should be of a cloth material.
- iii. Long monotonous facades of more than twenty-four feet (24') in length along the front and corner side elevation, and thirty-six feet (36') in length for non-corner side and rear elevations shall be avoided. The wall plane shall be broken by off-sets of at least six inches (6") of vertical recess or reveal.
- iv. Façade enhancements such as cornices, pilasters, band or sill courses, lintels, arches, foundation accents, quoins, etc. are encouraged to avoid long monotonous building planes.
- v. To avoid excessive spans of solid walls or glass elevations, the Ratio Of Transparent To Opaque Treatment, as defined, for front and corner side elevations shall be between 1:1 and 1:2 or vice versa. The Ratio of Transparent to Opaque Treatment for non-corner side elevations shall be between 1:1 and 1:3 or vice versa, this shall be interpreted to facilitate the distribution of transparent and opaque wall area across the surface of the building exterior. False windows and fake shuttered openings may be accepted on a limited basis.
- vi. No portion of a building constructed of barren and unfinished concrete masonry unit (cinder block) or corrugated material or sheet metal shall be visible from any adjoining property or public right-of-way. This shall not be interpreted to preclude the use of architectural or split face block as a building material.
- vii. Reflective surfaces are generally not considered acceptable exterior material, other than window glass.
- viii. No more than three (3) colors, excluding roof color, should be used per building. Semitransparent stains are recommended for application on natural wood finishes. All color schemes shall be submitted for review and approval. Schemes shall demonstrate compatibility with building architecture and surrounding development.
- ix. Mechanical equipment shall be placed in the rear yard or rear roof elevation.
- x. In addition to the provision for undergrounding of any change of use which increases the parking requirement shall incorporate placement of distribution

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lines for electrical, telephone, cable television and any other services requiring wires or cables underground. The **Town Manager** may waive, after petition by the property owner, this requirement for residential work when the **Town Manager** determines that such waiver is warranted because there are few if any utility poles on the project side of the street and a waiver will prevent the installation of additional utility poles. Such petition shall be made in the form prescribed by the **Town**.

- e. 14.2-6.5 Accessory Structures
 - i. Accessory structure(s) shall be of style, color, and materials consistent with the main structure(s).
 - ii. Utilities and support equipment shall be placed in the rear yard.
 - iii. Dish antennas and cellular panels shall not be visible from a public or private street.
- f. Signs
 - i. Roof mounted, portable, and temporary signs, as well as banners and pennants are prohibited.
 - ii. The message portion of signs should have no more than three (3) colors. Signs that indicate the direction of an emergency medical facility shall have no more than four (4) colors
 - iii. Signs shall not be internally illuminated, unless such signs indicate the direction of an emergency medical facility, medical center, or related healthcare/administrative facility within a medical center
 - iv. Freestanding signs shall be of a ground-mounted monument type and shall be of style, color, and materials consistent with the main structure(s). Signs shall not be greater than ten feet (10') unless such signs indicate the direction of an emergency medical facility, medical center or related healthcare/administrative facility within a medical center.
- g. Lighting
 - i. Site lighting should be from concealed sources (i.e., the luminaire or bulb itself is not visible), shall be of a clear white or amber light that does not distort colors, and shall not spill over onto adjoining properties, buffers, highways, nor impair the vision of motor vehicle operators.
 - ii. Lighting fixtures or devices should be of a downcast directional or cut-off type capable of shielding the light source from direct view and providing well-defined lighting patterns. Exceptions may be permitted for lower voltage accent lighting such as traditional coach lights.
 - iii. Free-standing parking lot lighting fixtures and supports shall be of ornamental design and not exceed twenty feet (20') in height.
 - iv. Building lighting should not be high voltage wall-pack lighting, and should either be recessed under roof overhangs or generated from low voltage decorative level light fixtures.
- h. Fences and Walls
 - i. Chain link fence shall not be located in the front and corner side yard.
 - ii. Chain link fence shall not be visible from the street.
- i. Other
 - i. Outdoor display of merchandise shall not be visible from a public or private street.
- j. Conditional Uses

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- i. Deviation from the standards contained in this may be appropriate to consider based on a site's location and/or creative design that otherwise fulfills the intent of the Downtown Development (DD) District

7. NORTH RACE STREET, LAYTON STREET, RAILROAD AVENUE CORRIDORS

- a. Building Orientation
 - i. At least one structure on the site shall be no more than fifteen feet (15') from public right-of-way.
 - ii. No structure, other than an accessory structure, shall have a footprint less than 500 square feet.
 - iii. No single structure shall have a foot print exceeding 20,000 square feet
 - iv. At least one main entrance of the structure shall be oriented toward a public street frontage.
 - v. No structure shall exceed forty-five feet (45') in height.
- b. Site Access
 - i. Provisions shall be made for connectivity of sidewalks to adjacent parcels and inter-parcel access from existing/proposed off-street parking areas to parking areas on adjacent parcels, where appropriate.
 - ii. Bike racks and/or improvements supporting mass-transit are encouraged to promote multi-modal transportation.
- c. Parking and Drive-Thru
 - i. No more than sixty feet (60') of off-street parking shall be located between a structure and the street.
 - ii. Off-street parking should be located in non corner side or rear yards.
 - iii. Off-street parking located in a front or corner side yards shall be a minimum of fifteen feet (15') from public right of way.
 - iv. Drive-thru(s) shall not be oriented toward a front or corner side yard, except as
 - v. No more than two (2) drive-thru stations shall be provided.
- d. Main Structure
 - i. Primary roofs, as defined, shall have a minimum pitch of 6:12, should include features such as: gables, soffits, dormers, and/or cupolas. Long monotonous primary roof planes of more than thirty feet (30') in length along the front and corner side elevation, and forty-eight feet (48') in length for non-corner side and rear elevations shall be avoided. Said roof planes shall be broken by a minimum of one other roof plane. The intervening roof plane(s) shall be at a different angle and or pitch to the longer roof plane. Deviations from these standards may be considered for dormers and/or other roof features that are in proportion to the structure and satisfy the intent of this requirement.
 - ii. Enhancements to the structure including porches, canopies, and awning, which soften the structure's impact to the street, are encouraged. Awnings should be of a cloth material.
 - iii. Long monotonous facades of more than twenty-four feet (24') in length along the front and corner side elevation, and thirty-six feet (36') in length for non-corner side and rear elevations shall be avoided. The wall plane shall be broken by off-sets of at least six inches (6") of vertical recess or reveal.
 - iv. Façade enhancements such as cornices, pilasters, band or sill courses, lintels, arches, foundation accents, quoins, etc. are encouraged to avoid long monotonous building planes.

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- v. To avoid excessive spans of solid walls or glass elevations, the Ratio Of Transparent To Opaque Treatment, as defined, for front and corner side elevations shall be between 1:1 and 1:2 or vice versa. The Ratio of Transparent to Opaque Treatment for non-corner side elevations shall be between 1:1 and 1:3 or vice versa, this shall be interpreted to facilitate the distribution of transparent and opaque wall area across the surface of the building exterior. False windows and fake shuttered openings may be accepted on a limited basis.
 - vi. No portion of a building constructed of barren and unfinished concrete masonry unit (cinder block) or corrugated material or sheet metal shall be visible from any adjoining property or public right-of-way. This shall not be interpreted to preclude the use of architectural or split face block as a building material.
 - vii. Reflective surfaces are generally not considered acceptable exterior material, other than window glass.
 - viii. No more than three (3) colors, excluding roof color, should be used per building. Semitransparent stains are recommended for application on natural wood finishes. All color schemes shall be submitted for review and approval. Schemes shall demonstrate compatibility with building architecture and surrounding development.
 - ix. Mechanical equipment shall be placed in the rear yard or rear roof elevation.
 - x. In addition to the provision for undergrounding of any change of use which increases the parking requirement shall incorporate placement of distribution lines for electrical, telephone, cable television and any other services requiring wires or cables underground. The **Town Manager** may waive, after petition by the property owner, this requirement for residential work when the **Town Manager** determines that such waiver is warranted because there are few if any utility poles on the project side of the street and a waiver will prevent the installation of additional utility poles. Such petition shall be made in the form prescribed by the **Town**.
- e. 14.2-6.5 Accessory Structures
- i. Accessory structure(s) shall be of style, color, and materials consistent with the main structure(s).
 - ii. Utilities and support equipment shall be placed in the rear yard.
 - iii. Dish antennas and cellular panels shall not be visible from a public or private street.
- f. Signs
- i. Roof mounted, portable, and temporary signs, as well as banners and pennants are prohibited.
 - ii. The message portion of signs should have no more than three (3) colors. Signs that indicate the direction of an emergency medical facility shall have no more than four (4) colors
 - iii. Signs shall not be internally illuminated, unless such signs indicate the direction of an emergency medical facility, medical center, or related healthcare/administrative facility within a medical center
 - iv. Freestanding signs shall be of a ground-mounted monument type and shall be of style, color, and materials consistent with the main structure(s). Signs shall not be greater than ten feet (10') unless such signs indicate the direction of an emergency medical facility, medical center or related healthcare/administrative facility within a medical center.

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- g. Lighting
 - i. Site lighting should be from concealed sources (i.e., the luminaire or bulb itself is not visible), shall be of a clear white or amber light that does not distort colors, and shall not spill over onto adjoining properties, buffers, highways, nor impair the vision of motor vehicle operators.
 - ii. Lighting fixtures or devices should be of a downcast directional or cut-off type capable of shielding the light source from direct view and providing well-defined lighting patterns. Exceptions may be permitted for lower voltage accent lighting such as traditional coach lights.
 - iii. Free-standing parking lot lighting fixtures and supports shall be of ornamental design and not exceed twenty feet (20') in height.
 - iv. Building lighting should not be high voltage wall-pack lighting, and should either be recessed under roof overhangs or generated from low voltage decorative level light fixtures.
- h. Fences and Walls
 - i. Chain link fence shall not be located in the front and corner side yard.
 - ii. Chain link fence shall not be visible from the street.
- i. Other
 - i. Outdoor display of merchandise shall not be visible from a public or private street.
- j. Conditional Uses
 - i. Deviation from the standards contained in this may be appropriate to consider based on a site's location and/or creative design that otherwise fulfills the intent of the Downtown Development (DD) District

8. KIMMEY STREET, KING STREET, E PINE ST, ALBURY AVENUE CORRIDORS

- a. Building Orientation
 - i. At least one structure on the site shall be no more than fifteen feet (10') from public right-of-way.
 - ii. No structure, other than an accessory structure, shall have a footprint less than 250 square feet.
 - iii. No single structure shall have a foot print exceeding 10,000 square feet
 - iv. At least one main entrance of the structure shall be oriented toward a public street frontage.
 - v. No structure shall exceed forty-five feet (35') in height.
- b. Site Access
 - i. Provisions shall be made for connectivity of sidewalks to adjacent parcels and inter-parcel access from existing/proposed off-street parking areas to parking areas on adjacent parcels, where appropriate.
 - ii. Bike racks and/or improvements supporting mass-transit are encouraged to promote multi-modal transportation.
- c. Parking and Drive-Thru
 - i. No more than sixty feet (60') of off-street parking shall be located between a structure and the street.
 - ii. Off-street parking should be located in non corner side or rear yards.
 - iii. Off-street parking located in a front or corner side yards shall be a minimum of fifteen feet (15') from public right of way.
 - iv. Drive-thru(s) shall not be oriented toward a front or corner side yard, except as

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v. No more than two (2) drive-thru stations shall be provided.

d. Main Structure

- i. Primary roofs, as defined, shall have a minimum pitch of 6:12, should include features such as: gables, soffits, dormers, and/or cupolas. Long monotonous primary roof planes of more than thirty feet (30') in length along the front and corner side elevation, and forty-eight feet (48') in length for non-corner side and rear elevations shall be avoided. Said roof planes shall be broken by a minimum of one other roof plane. The intervening roof plane(s) shall be at a different angle and or pitch to the longer roof plane. Deviations from these standards may be considered for dormers and/or other roof features that are in proportion to the structure and satisfy the intent of this requirement.
- ii. Enhancements to the structure including porches, canopies, and awning, which soften the structure's impact to the street, are encouraged. Awnings should be of a cloth material.
- iii. Long monotonous facades of more than twenty-four feet (24') in length along the front and corner side elevation, and thirty-six feet (36') in length for non-corner side and rear elevations shall be avoided. The wall plane shall be broken by off-sets of at least six inches (6") of vertical recess or reveal.
- iv. Façade enhancements such as cornices, pilasters, band or sill courses, lintels, arches, foundation accents, quoins, etc. are encouraged to avoid long monotonous building planes.
- v. To avoid excessive spans of solid walls or glass elevations, the Ratio of Transparent To Opaque Treatment, as defined, for front and corner side elevations shall be between 1:1 and 1:2 or vice versa. The Ratio of Transparent to Opaque Treatment for non-corner side elevations shall be between 1:1 and 1:3 or vice versa, this shall be interpreted to facilitate the distribution of transparent and opaque wall area across the surface of the building exterior. False windows and fake shuttered openings may be accepted on a limited basis.
- vi. No portion of a building constructed of barren and unfinished concrete masonry unit (cinder block) or corrugated material or sheet metal shall be visible from any adjoining property or public right-of-way. This shall not be interpreted to preclude the use of architectural or split face block as a building material.
- vii. Reflective surfaces are generally not considered acceptable exterior material, other than window glass.
- viii. No more than three (3) colors, excluding roof color, should be used per building. Semitransparent stains are recommended for application on natural wood finishes. All color schemes shall be submitted for review and approval. Schemes shall demonstrate compatibility with building architecture and surrounding development.
- ix. Mechanical equipment shall be placed in the rear yard or rear roof elevation.
- x. In addition to the provision for undergrounding of any change of use which increases the parking requirement shall incorporate placement of distribution lines for electrical, telephone, cable television and any other services requiring wires or cables underground. The **Town Manager** may waive, after petition by the property owner, this requirement for residential work when the **Town Manager** determines that such waiver is warranted because there are few if any utility poles on the project side of the street and a waiver will prevent the

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- installation of additional utility poles. Such petition shall be made in the form prescribed by the **Town**.
- e. 14.2-6.5 Accessory Structures
 - i. Accessory structure(s) shall be of style, color, and materials consistent with the main structure(s).
 - ii. Utilities and support equipment shall be placed in the rear yard.
 - iii. Dish antennas and cellular panels shall not be visible from a public or private street.
 - f. Signs
 - i. Roof mounted, portable, and temporary signs, as well as banners and pennants are prohibited.
 - ii. The message portion of signs should have no more than three (3) colors. Signs that indicate the direction of an emergency medical facility shall have no more than four (4) colors
 - iii. Signs shall not be internally illuminated, unless such signs indicate the direction of an emergency medical facility, medical center, or related healthcare/administrative facility within a medical center
 - iv. Freestanding signs shall be of a ground-mounted monument type and shall be of style, color, and materials consistent with the main structure(s). Signs shall not be greater than ten feet (10') unless such signs indicate the direction of an emergency medical facility, medical center or related healthcare/administrative facility within a medical center.
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 - iii. Free-standing parking lot lighting fixtures and supports shall be of ornamental design and not exceed twenty feet (20') in height.
 - iv. Building lighting should not be high voltage wall-pack lighting, and should either be recessed under roof overhangs or generated from low voltage decorative level light fixtures.
 - h. Fences and Walls
 - i. Chain link fence shall not be located in the front and corner side yard.
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 - j. Conditional Uses
 - i. Deviation from the standards contained in this may be appropriate to consider based on a site's location and/or creative design that otherwise fulfills the intent of the Downtown Development (DD) District
 - ii.

9. NEW STREET, DEPOT STREET, E. LAUREL STREET CORRIDORS

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- a. Building Orientation
 - i. At least one structure on the site shall be no more than fifteen feet (15') from public right-of-way.
 - ii. No structure, other than an accessory structure, shall have a footprint less than 500 square feet.
 - iii. No single structure shall have a foot print exceeding 20,000 square feet
 - iv. At least one main entrance of the structure shall be oriented toward a public street frontage.
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- transparent and opaque wall area across the surface of the building exterior. False windows and fake shuttered openings may be accepted on a limited basis.
- vi. No portion of a building constructed of barren and unfinished concrete masonry unit (cinder block) or corrugated material or sheet metal shall be visible from any adjoining property or public right-of-way. This shall not be interpreted to preclude the use of architectural or split face block as a building material.
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- ii. Lighting fixtures or devices should be of a downcast directional or cut-off type capable of shielding the light source from direct view and providing well-defined lighting patterns. Exceptions may be permitted for lower voltage accent lighting such as traditional coach lights.
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- j. Conditional Uses
 - i. Deviation from the standards contained in this may be appropriate to consider based on a site's location and/or creative design that otherwise fulfills the intent of the Downtown Development (DD) District

10. DEVELOPMENT INCENTIVES

- a. For new projects in which the developer chooses to incorporate certain design guidelines, Development Incentives (D.I.) are offered in return. Where applicable, the D.I. are enumerated within the preceding sections of this Ordinance. Incentives are offered in D.I. units and may be applied to the following incentive areas:
 - i. Reduction of Required Parking – For each unit of Development Incentive, a three percent (3%) reduction of the total amount of required off-street parking shall be provided.
 - ii. Residential Density – For mixed use projects that include at least thirty five percent (35%) of the total floor area in commercial use, each unit of Development Incentive shall provide a three percent (3%) increase in residential dwelling density.

APPENDIX

RESOLUTION



RESOLUTION NO. #2016-3

**A RESOLUTION AUTHORIZING DESIGNATION
AS A DOWNTOWN DEVELOPMENT DISTRICT**

WHEREAS, under the Downtown Development Districts Act, 22 Del. C §§1901 et seq. (the “Act”), the State of Delaware may designate districts within Delaware’s cities, towns, and unincorporated areas that will qualify for significant development incentives and other State benefits; and

WHEREAS, these districts are known as Downtown Development Districts (“**Districts**”); and

WHEREAS, the State is accepting applications for the designation of the second round of Districts, with such applications being due on June 1, 2016; and

WHEREAS, under the Act, each applicant must submit a plan that includes the boundaries of, and a detailed planning and development strategy for, the proposed District (the “**District Plan**”); and

WHEREAS, under the Act, each applicant must also propose incentives that address local economic and community conditions, and that will help achieve the purposes set forth in the Act (the “**Local Incentives**”);

WHEREAS, if an applicant is successful and the Town of Georgetown receives District designation, the District Plan and Local Incentives proposed by an applicant shall be binding upon the applicant; and

WHEREAS, the incentives associated with designation as a Downtown Development District would greatly benefit current and future residents, businesses, non-profit organizations, and others within the Town of Georgetown; and

WHEREAS, the Town Council of the Town of Georgetown strongly believes that it is in the best interest of the Town of Georgetown to apply for District designation.

NOW THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The Town Council supports the Application for Designation as a Downtown Development District prepared by Kyle Gulbranson, AECOM, dated May 27, 2016 (the “**Application**”); and

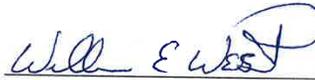
SECTION 2. The Town of Georgetown is authorized to appoint the Town Manager (the “**Administrator**”) to file the Application on behalf of the Town, and to provide such other documents and information as may be necessary or desirable in connection with the Application; and

SECTION 3. If the Application is successful and the Town of Georgetown receives notice that it has been selected for designation as a District:

- a. The Town of Georgetown shall adhere to the District Plan and the Local Incentives contained in the Application for the duration of the District designation; and
- b. The Administrator, or his or her designee(s), is authorized to execute such documents and enter into such agreements as may be necessary or desirable in connection with the Downtown Development Districts program and the rights and obligations of the Town of Georgetown thereunder; and
- c. The Administrator, or his or her designee(s), is authorized to carry out all District administrative and reporting requirements on behalf of the Town of Georgetown for the duration of the District.

SECTION 4. This Resolution shall become effective immediately upon its approval by Council.

ADOPTED by a majority vote of the Town Council of The Town of Georgetown this 11th day of MAY, 2016.



William E West, Mayor



Steve M Hartstein, Secretary

TOWN OF GEORGETOWN

DOWNTOWN DEVELOPMENT DISTRICT PLAN

May 2016



RUTH BRIGGS KING
STATE REPRESENTATIVE
37th District



HOUSE OF REPRESENTATIVES
STATE OF DELAWARE
411 LEGISLATIVE AVENUE
DOVER, DELAWARE 19901

COMMITTEES
Health & Human Development
Manufactured Housing
Public Safety &
Homeland Security
Transportation Land Use &
Infrastructure
Veterans Affairs

April 27, 2016

Mr. Eugene S. Dvornick, Jr.
Town Manager
Town of Georgetown
39 The Circle
Georgetown, Delaware 19947

Dear Mr. Dvornick,

This letter is in support of the Town of Georgetown's application for designation as a Downtown Development District (DDD). I believe this recognition will not only stimulate economic activity, it will also highlight the deep history and cultural values of our town.

Healthy and vibrant downtowns are critical components of the economic well-being of our state. Like so many others, Georgetown faces considerable development challenges. Competing commercial/retail entities pull from downtown businesses, and there is an ongoing struggle to find the perfect mix of community activities to engage a multicultural population. This, along with inadequate infrastructure and negative perceptions of downtown (related to crime, loitering issues), have stunted development and economic growth.

DDD designation is integral in helping guarantee Georgetown's needs for comprehensive economic, housing, community development, and revitalization are addressed.

Thank you for the opportunity to express my support for the Town of Georgetown's application for DDD designation. Please feel free to contact me if you have questions or require any further comments.

Sincerely,

A handwritten signature in black ink that reads "Ruth Briggs King".

Ruth Briggs King
State Representative
37th District

RBK/dmh



FirstState
COMMUNITY ACTION AGENCY
People Helping People Build Community

April 27, 2016

Mr. Gene Dvornick
 Town Manager
 Town of Georgetown
 39 The Circle
 Georgetown, DE 19947

Mr. Dvornick, *Gene,*

First State Community Action Agency Inc. (First State) is a proud partner with the Town of Georgetown and is happy to support your application for a Downtown Development District designation.

First State is a longstanding stakeholder in the Georgetown community having an office in the town for the last 51 years. Our office, located on the edge of the proposed district, has provided services to low income families including programs such as HELP, Food Pantry, Emergency Assistance, Housing Counseling, Family Resource, Youth Programs, and Community Development to lessen the effects of poverty and improve resident living conditions. First State has been a partner in the Georgetown Blueprint Communities initiative and fully supports the efforts to revitalize the target downtown area. The increase in commercial development and job creation are much needed and will only enhance efforts made by local business owners.

First State looks forward to continuing our partnership with the Town of Georgetown, and being a part of the Downtown Development District.

Sincerely,
Bernice
 Mrs. Bernice M. Edwards
 Executive Director

Stanford L. Bratton Building
 P. O. Box 877
 308 N. Railroad Avenue
 Georgetown, Delaware 19947
 Email: firststatecaa.org

Phone: 302 - 856 - 7761
 800 - 372 - 2240
 Fax: 302 - 856 - 2599

Blue Hen Corporate Center
 655 S. Bay Road, Suite 4J
 Dover, Delaware 19901

Phone: 302 - 674 - 1355
 Fax: 302 - 674 - 5229

Rose Hill Community Center
 19 Lambson Lane, Suite 105 A
 New Castle, Delaware 19720

Phone: 302 - 498 - 0454
 Fax: 302 - 575 - 1409

Board of Directors

Sussex County
 Patricia Batchelor
 Eugene Dvornick
 Kim Klabe
 Thomas Sturgis
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 Brad Whaley
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Kent County
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 Beryl Barmore
 Timothy Crawl-Bey
 Anne M. Farley, Ph.D
 Marcus A. Henry
 Jawanna Saunders
 Peggy Strine

Executive Director
 Bernice Edwards



Member of
 Community Action Partnership



May 11, 2016

Mr. Gene Dvornick
Town Manager
Town of Georgetown
39 The Circle
Georgetown, DE 19947

Dear Mr. Dvornick:

As a local community development and affordable housing organization, Sussex County Habitat for Humanity supports the Town of Georgetown's application for Downtown Development District designation.

Habitat has our countywide offices located in Georgetown, and our Restore retail operation as well as our AmeriCorps long term volunteer house is located in the proposed DDD. We have over 25 staff and volunteers who work in Georgetown daily, many of whom live in town. In short, we have a long term interest in the health and growth of the town and are certain that the DDD designation would help with economic development that will make it a better place for our employees and volunteers to work and live.

Additionally, we believe in homeownership and have been a long term partner with the Town in developing affordable housing. In fact, we have built more Habitat homes in Georgetown than any other town in the county. Together, we have already provided affordable homeownership opportunities to 31 families. I have participated in several of the DDD planning sessions and applaud the vision of the team that is putting together this application. We would be happy to work together to see what role Habitat could have in improving the housing stock in the DDD and offering affordable homeowner opportunities in the district.

I look forward to continue our work together to improve Georgetown as a place for people to enjoy living, working and visiting.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin J. Gilmore".

Kevin J. Gilmore
Executive Director

Board of Directors:
Anthony Del Franco
Kathy Goodman
Scott Lanham
Mary Ann Leager
Ed Lewandowski
Richard Legatski
Chad Lingenfelder
Bob McVey
Mike Nally
Megan Neal
David Pedersen
Patricia Pfarrer
Lloyd Richter
Larry Rohlfing
Bruce Wright

Building strength, stability and self-reliance.
P.O. Box 759 Georgetown, DE 19947
Phone: (302)855-1153 - Fax: (302)855-9262
www.sussexcountyhabitat.org



May 14, 2016

Mr. Gene Dvornick
Town Manager
Town of Georgetown
39 The Circle
Georgetown, DE 19947

Dear Gene,

La Esperanza fully supports the efforts for the City of Georgetown Downtown Development District Plan. La Esperanza has been located at 216 North Race Street and we are in agreement that the issues of Housing, Economic Development, and Revitalization need to be addressed in the near future. The continued growth in population has caused housing to be a major issue for most of our clients. We would love to see increased economic development in the area to offer jobs. If there is anything we could do please let us know.

Sincerely,

A handwritten signature in blue ink that reads "Rosalia Velazquez". The signature is fluid and cursive, with the first name being more prominent.

Rosalia Velazquez
Executive Director



May 16, 2016

Mr. Eugene S. Dvornick, Jr.
Town Manager
Town of Georgetown
39 The Circle
Georgetown, Delaware 19947

Re: Downtown Development District – Letter of Support

Dear Mr. Dvornick:

CHEER, Inc is please to offer this letter in support of the Town of Georgetown's application for designation as a Downtown Development District under the guidelines of the Downtown Development Districts Act of 2014. CHEER is celebrating its 45th year as a private non-profit organization serving senior citizens throughout Sussex County. CHEER's Administrative offices, as well as our Warren and Charles Allen CHEER Community Center and one of our seven senior activity centers are all located within Georgetown.

Senior Citizens represent the fastest growing segment of Sussex County's population. Affordable housing and availability of community-based services continue to be major considerations for senior citizens residing or seeking residence in Sussex County. As the seat of county government and centrally located in Sussex County, many social service and health care facilities important to senior citizens are located in Georgetown.

Designation of a Downtown Development District within Georgetown would significantly enhanced opportunities to improve/increase housing, along with increasing access and availability of essential community services for our senior citizens and our community as a whole. The development of new housing and upgrades to existing housing stock will provide opportunities for the current and expanding senior population to remain in their own private residences in their own communities. Expanded economic development within Georgetown's new Development District will attract new businesses providing senior citizens more options and opportunities through local community-based merchants and services. Pedestrian friendly enhancements to the District area will further improve access for senior citizens to their community and local businesses for essential services.

We encourage careful consideration of the Town of Georgetown's application for designation as a Downtown Development District with the belief that such designation will enhance the quality of life for current and future senior citizen residents of Georgetown and all who reside in and around our town. If CHEER can be of any assistance in this process, please do not hesitate to contact me.

Sincerely,

Kenneth S. Bock
Executive Director

Cc: Honorable William West, Mayor, Town of Georgetown

CHEER
546 South Bedford Street, Ext, Georgetown, DE. 19947
Phone (302) 515 – 3040 www.cheerde.com Fax (302) 515- 3071
CHEER ~ We promote healthy and active lifestyles for persons aged 50+

May 17, 2016

Mr. Gene Dvornick
Town Manager
Town of Georgetown
39 The Circle
Georgetown, DE 19947

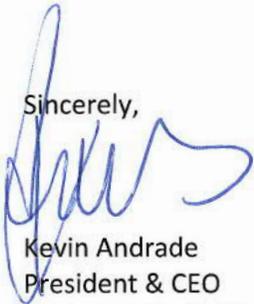
Mr. Dvornick;

On behalf of The Voice Radio Network I am writing to support the Town of Georgetown and the Downtown Development District Plan. As a small business owner based in Georgetown Delaware I feel this would be a great benefit to the community.

This development would provide much needed premises for small businesses to start up and expand existing businesses, which will allow us to see growth in the economy through new business. With this revitalization I feel it would increase and improve the current housing market, and create jobs in our community.

In addition, this project will bring more visitors and attention to our area and help us all to grow. We are proud to support the Downtown Development District Plan.

Sincerely,



Kevin Andrade
President & CEO
The Voice Radio Network
302-858-5118 (office)

302-228-8942 (cell)





GREATER GEORGETOWN
CHAMBER OF COMMERCE
Linking Business & Community

May 18, 2016

Gene Dvornick, Town Manager
Town of Georgetown
39 The Circle
Georgetown, DE 19947

Dear Mr. Dvornick;

On behalf of the Greater Georgetown Chamber of Commerce, it is our pleasure to offer this letter in support of the Town of Georgetown's application for designation as a Downtown Development District.

The Georgetown Chamber of Commerce is a key stakeholder in the Georgetown community and will realize extraordinary benefit from the expanded economic opportunity and job growth the designation will spur. Chamber leadership provided input and insight during the process to create the Town's DDD Plan, and applauds the final result.

Georgetown's DDD Plan aims to increase capital investment in the proposed commercial business district, and its surrounding neighborhoods. It strategically identifies critical areas within the community in need of revitalization and housing improvement; and The Plan incorporates compelling incentives to attract new businesses, investors and developers within its district designation, and beyond.

Key to creating an environment that will support a vibrant business marketplace and attract healthy and safe residential life, is to design a blueprint with the 'right mix of uses' for its DDD, and Georgetown's Plan does this. Encouraging business that promotes day and night activities, improving the Town's walkability and maintaining its historic character, and making strategic sites affordable and market-ready are all attainable goals and objectives, as outlined in The Plan.

Georgetown is indeed, well-rounded. It's a place where vital matters of business, government and justice take place, and it is the center of community activities. The landscape offers an aesthetic blend of green space, natural elements and pedestrian amenities with a small town, historic flavor. But the county seat could be and needs to be so much more.

To thrive, the Town of Georgetown must move forward with a strategic plan that will inspire economic growth and revitalization. The Greater Georgetown Chamber of Commerce fully supports Georgetown's application for designation as a Downtown Development District, and champions The Plan it proposes.

Sincerely,

Angela Emerson, President
Greater Georgetown Chamber of Commerce

Karen S. Duffield, Executive Director
Greater Georgetown Chamber of Commerce

BRIAN G. PETTYJOHN
STATE SENATOR
19TH District



COMMITTEES
Agriculture
Community/County Affairs
Education
Public Safety
Sunset
Veterans Affairs

May 19, 2016

Mr. Gene Dvornick
Town Manager
Town of Georgetown
39 The Circle
Georgetown, DE 19947

Dear Mr. Dvornick,

Please let this letter serve as my support of the Town of Georgetown's application for Downtown Development District designation. This designation would be instrumental to Georgetown's economic growth, while highlighting our town's rich culture and history.

The improvement of Georgetown's housing options and existing structures will improve the rate of homeownership as well as preserve the important history of the town. This designation would breathe life into areas of the town that struggle with the stigma of criminal activity. This leads to negative growth that continues to suppress areas in our historic town.

Residential and business districts that thrive attract new residents, investors, and businesses. Thus, designation would stimulate job growth and expand economic opportunity through new businesses coming to the County Seat.

Georgetown's designation as a Downtown Development district is vital to guaranteeing positive economic and cultural growth for our historic town. If you should require further comment or have questions, feel free to contact me.

With Kindest Personal Regards,

Brian G. Pettyjohn
State Senator
19th District

cc: Mayor and Council



May 19, 2016

Eugene Dvornick, Town Manager
Town of Georgetown
39 The Circle
Georgetown, Delaware 19947

Re: Support for the Town of Georgetown's Downtown Development District Application

Dear Mr. Dvornick:

Please accept this letter as the NCALL Loan Fund's Letter of Interest to support your plans described in the Georgetown Downtown Development District (DDD) application. As you know, our offices are adjacent to the proposed DDD area so we directly understand the impact that this designation can have for the revitalization of Georgetown. With such a DDD designation from DSHA, the Town of Georgetown will have access to a number of incentives and financial tools to assist in the revitalization efforts you are proposing. We agree with the findings and recommendations of the market research work the Town coordinated, looking at the specific part of the commercial area that has a mix of uses including historically designated buildings. In your DSHA application, the defined DDD area encompasses the streets where commercial and housing properties are in need of revitalization. There is a cohesive plan that combines business attraction and retention along with the rehabilitation of the surrounding housing stock for homeownership. It is also nice to consider the pedestrian walkways and their safety while promoting more business development.

As a Community Development Financial Institution, we are committed to working with non-profits, developers and government agencies to support, in this case, neighborhood revitalization. Currently we see roles of our CDFI to provide project based financing for the redevelopment of the commercial properties in the downtown area. Another option is to provide financing for developers to buy, renovate and then sell the housing, assuming that is consistent with the Town's plan.

I hope this letter is of use to you and your application. Please let me know if I can be of any further assistance with your DDD application. Good luck!

Sincerely,

Karen Kollias
Loan Fund Director

363 Saulsbury Road, Dover, DE 19904 • (302) 678-9400 • Fax (302) 678-9058 • www.ncall.org



Mr. Gene Dvornick
Town Manager
Town of Georgetown
39 The Circle
Georgetown, DE 19947

May 20, 2016

RE: Letter of Support

Gene –

The Historic Georgetown Association (HGA) is excited about the prospect of Georgetown having the opportunity to become a Downtown Development District. This would greatly benefit our community.

As a designated Downtown Development District the economic advantages are a perfect fit at a time when Georgetown is actively working toward revitalization. The area that has been designated as the focus for DDD has unlimited options for residents, businesses and investors. The incentives that the DDD provides, along with the Town of Georgetown's assistance is just what we need at this pivotal period in the Town of Georgetown's rebranding.

Georgetown has instituted a new slogan in their rebranding – "Georgetown is well-rounded". HGA is proud to be a part of the well-rounded image. As a stakeholder, we have restored the original Train Station, as well as the Georgetown Fire House. Both of these are museums offer insights to the rich history of Georgetown. As a Downtown Development District we see the many positives of additional residents, businesses, and investors that will share in our history and help us to share our rich history with so many more.

Georgetown, as the County Seat, is in the ideal location for development. HGA, with our Museums and with our history as actively working, to the best of our ability, for revitalization of our town can't stress enough how vital this designation is for our community. With this designation, Georgetown will soar! We are ready- help us to make this a reality.

Sincerely,

A handwritten signature in cursive script that reads "Martin Donovan".

Martin Donovan
President
Historic Georgetown Association

MELODY BOOKER-WILKINS
ECONOMIC DEVELOPMENT DIRECTOR

(302) 855-7770 T
(302) 855-7805 F
melody.booker-wilkins@sussexcountyde.gov



Sussex County

DELAWARE
sussexcountyde.gov

May 23, 2016

Mr. Gene Dvornick
Town Manager
Town of Georgetown
39 The Circle
Georgetown, DE 19947

Mr. Dvornick,

Please accept this as Sussex County's letter of support on behalf of the Town of Georgetown in its application to the State of Delaware for consideration in the next round of the Downtown Development District (DDD) program.

Sussex County is proud to endorse those municipalities that are taking steps to promote economic development, stimulate community reinvestment, and create opportunities for their citizens. The Downtown Development District program is an important resource communities are utilizing to leverage private investment and spur economic growth, including the announcement of a high-end, waterfront apartment complex in Seaford, construction of single-family homes for low-income buyers in Dover, and renovated commercial space in Wilmington. Sussex County applauds the Town for its interest in pursuing a Downtown Development District designation.

Georgetown is a community rich in history, and its downtown is central to everyday life in that part of Sussex County. Within walking distance of its picturesque and historic Circle, Georgetown's downtown area is a hub of activity, with government offices, courts, cafes, restaurants, antique shops, banks, houses of worship, and law offices all drawing customers on a daily basis. That existing level of commerce, coupled with the growth potential for current and new businesses, as well as improved and increased housing stock in and around East Market Street and North Race Street, make Georgetown a community worthy of consideration for the DDD program.

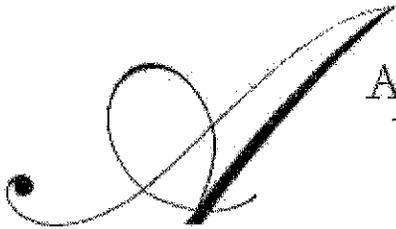
The County enthusiastically supports the Town's efforts to further build a thriving, vibrant downtown that adds to the economic opportunity, diversity and prosperity of Sussex County, *and hereby offers its endorsement of the Town's DDD application.*

Sincerely,

Melody Booker-Wilkins
Economic Development Director



COUNTY ADMINISTRATIVE OFFICES
2 THE CIRCLE | PO BOX 589
GEORGETOWN, DELAWARE 19947



Aleman Investment Group, LLC

221 High Street, Seaford DE 19973 - Suite 101
302-448-9904 (Main) 302-856-7329 (Fax)

May 23, 2016

Mr. Gene Dvornick
Town Manager
Town of Georgetown
39 The Circle
Georgetown, DE 19947

RE: Georgetown DDD Application

Dear Mr. Dvornick:

Please accept this letter as our company's formal support for Georgetown's application for the State of Delaware's Downtown Development District designation.

We have purchased several investment properties in Georgetown, and nine of those units are within the proposed DDD district. If the town receives this designation, we will completely renovate the following:

- 5 apartments located at 212 East Market Street
- 2 apartment located at 222 East Pine Street
- Single Family Home located at 207 East Pine Street
- Single Family Home located at 209 East Pine Street

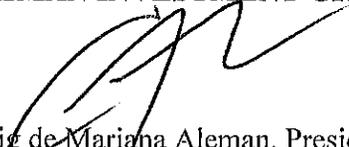
212 East Market Street is going to be a complete renovation. We purchased this building, known as the "Old Purnell House", knowing that the Sellers had a lot of deferred maintenance. Not only will this rehab improve the existing housing stock for residents of Georgetown, but what we plan to do to the exterior will help revitalize and refresh the aesthetics of East Market Street, which is a main corridor in and out of town.

We hope that Georgetown is selected as the next Sussex County town with a DDD, as we have seen the positive impact such a designation has had on Seaford. If the town is awarded the designation, we look forward to working with your office to improve the quality of life and aesthetics of the Town.

Thank you.

Very truly yours,

ALEMAN INVESTMENT GROUP, LLC


Craig de Mariana Aleman, President



To Whom It May Concern:

Harrison Senior Living has been operating a Skilled Nursing Facility in Georgetown, Delaware for over 30 years. We currently employ 162 people in Georgetown and the surrounding area. As we look toward the future, we recognize the importance of a vibrant downtown to our own sustainability. Our staff has participated in surveys to indicate what they would like to see in the Georgetown community and they have expressed interest in more housing and commercial development. We currently have very limited options in terms of sources for off-site lunches, dinners or evening entertainment. Harrison Senior Living is also very interested in pursuing housing for more able-bodied seniors. We could do this by creating an isolated community which would deplete land so critically needed for agriculture and environmental sustainability. However, we prefer the idea of a fully integrated senior services community that would partner with the Town of Georgetown. We believe our prospective residents would prefer to be within walking distance of a commercial district for their entertainment. In exchange their patronage would certainly benefit new and existing businesses.

Please consider Georgetown for this program as Harrison Senior Living is prepared to initiate development once partnerships can be formed to revitalize the downtown of this beautiful community. Such development will bring many new jobs to the community and the recruiting wages will remain in circulation to perpetuate a sustainable business district. These contributions will be critical to the community of Georgetown, but not limited to this locality. Such a concentration of businesses within the existing urban fabric will allow for the preservation of critical agricultural land. This urban growth model will allow for a balanced economy within the state of Delaware.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "H. G. Saunders", is written over a light blue horizontal line.

Harrison G. Saunders
President and CEO
Harrison Senior Living

Georgetown Square
P.O. Box 631
Rehoboth Beach, DE 19971

Mr. Gene Dvornick
Town Manager
Town of Georgetown
39 The Circle
Georgetown, DE 19947

Re: Downtown Development District Plan

Dear Gene,

My goal as the Manager of Operations for Georgetown Square has always been geared toward maintaining a successful and profitable shopping center. Although small it has been a good fit into this community for over 50 years. In DDD conversation the topic of the town implementing some Zoning and Building Code changes could help ease the process of obtaining housing and commercial real estate. This could also increase potential home-based business ownership. The town could also have a liaison that would work with the property owner and the other governmental agencies to assure a quicker, smoother process in obtaining permits and approvals. This is something everyone that has been through this process has dreaded because of the “red tape” and the wheels of governing entities grinding to a slow pace. There is great anticipation with this DDD project fulfilling many items on the punch list. Many more “steps” to follow will be the mantra Georgetown will need to proclaim in order to keep this project moving forward.

Our own expansion project has been hold for 2 ½ years due to death of one of our senior partners and the estate settlement legal process that follows. We still have great expectations to finish this project in the future. Perhaps some changes could be made from the initial plan of strictly retail/commercial to a mix with housing also. We will sit down with you when we are able to move forward with our plans. In closing, your efforts, the task force committee’s efforts, and the guidance of AECOM will be greatly appreciated by the residents and business owners for many years to come. Thank you!

Sincerely,



Greg Fisher

Manager of Operations – Georgetown Properties, LLC

TOWN OF GEORGETOWN FACADE, SIGN AND AWNING IMPROVEMENT GRANT PROGRAM

Introduction

Georgetown is undertaking an ambitious downtown renewal plan in an effort to draw more people back to the East Market Street Business District. The appearance of the downtown structures will factor heavily into the success of the downtown renewal effort. Currently, the downtown has been distinguished by the charm of its buildings and pedestrian scale. Unfortunately, many of these structures have unmet maintenance needs that are hastening the decline of their facades.

The Georgetown Facade, Sign and Awning Improvement Grant Program seeks to address the maintenance and rehabilitation needs of building facades in the East Market Street Business District by offering 50/50 matching grants to interested, qualified building and business owners.



The Mayor and Town Council believe this program is in the public interest and that the Town has a responsibility to preserve and protect the unique local resources found in the historic East Market Street Business District. The Mayor and Town Council also believe that by investing public resources in the downtown, more private entities will find the downtown to be an attractive place to invest.

Financing Terms

Grants may be awarded for up to 50 percent of the total cost of qualified facade rehabilitation, repair or restoration project, sign or awnings with a maximum grant award of \$500.00. The annual amount set aside for this program is \$3,000.00, funded from Real Estate Transfer Tax revenues.

The applicant must match the grant with cash. "Sweat equity" labor provided by the applicant, the owner, or any other non-skilled laborer cannot be charged against this grant.

Grants will be awarded on a reimbursement basis only after the applicant demonstrates full compliance with the grant award.

Each eligible facade, sign or awning improvement may be phased over two fiscal years in order to maximize grant assistance. Each phase shall involve facade, sign or awning improvements not included in any other phase of the project. Reimbursement may then be approved for each phase.

This grant may be treated as income subject to Federal Income Tax provisions. The Town of Georgetown is not liable for any tax implications resulting from the grant. Applicants should consult a tax advisor for clarification.

Eligible Improvements

The Facade, Sign and Awning Improvement Grant Program seeks to encourage facade improvements ranging from minor projects to complete facade renovation. The Grant Program will not fund projects that constitute routine maintenance.

The following list illustrates the types of projects that may be funded by this grant program.

1. Exterior walls of building, with priority given to street-facing facades.
2. Exterior renovation, restoration, or reconstruction, including but not limited to the following:
 - a. Facade washing/Brick cleaning
 - b. Removal of historically inappropriate materials from facades
 - c. Sign repair if sign is integral to building facade
 - d. New signs if the proposed sign is a high-quality representation of signs displayed in the historic era generally found along East Market Street
 - e. Lighting
 - f. Awnings/canopies
 - g. Window restoration and replacement
 - h. Painting
 - i. Door replacement
 - j. Restoration of original architectural features
 - k. Window display area remodeling
 - l. Exterior lighting
 - m. Parapet repair
3. Architectural design fees up to \$500, on a reimbursement basis, upon project completion.
4. Landscaping immediately adjacent to the building.
5. Exterior improvements must comply with Town ordinances.

Grants will not be awarded for projects that may damage to the building facade. Specifically, sandblasting of brick will not be funded under the program nor will the program participate in projects that include sandblasting of brick. In general, grant funds may not be used for improvements completed or in progress prior to notification of grant approval; however, the Town Council may waive this requirement on a case-by-case basis.

Restoration projects that accurately replicate historic architectural elements shall be given funding priority. Preference will be given to structures of architectural or historic significance as determined by the Town. Properties lacking architectural or historic significance may be deemed eligible for the program if proposed changes will create a facade typical of the architectural periods predominantly represented in downtown Georgetown.

Grant funds will be disbursed only upon completion of the project and submission of lien waivers from all laborers and material suppliers.

Exterior improvements must comply with Town of Georgetown, Town Code and with all other applicable Federal, State and County codes and regulations.

Eligible Participants

Owners and tenants (with permission from the building owner) of commercial or mixed commercial-residential property located in the East Market Street District may apply for funds. Tenants must have at least a two-year lease at the location in order to qualify for the grant program.

Commercial buildings are those buildings with commercial uses on the first floor. Residential uses are allowed above the main floor.

Only structurally sound buildings with safely functioning mechanical/electrical/plumbing systems will be considered for grants. In addition, building Owner must show evidence of insurance on the property and name the Town an additional insured to the extent of any grant funds awarded.

Additional Grant Provisions

The Town is not liable for damage to the building or personal injury that occurs during the project. All contractors and subcontractors used for work funded by this grant must be licensed if required by law and must be able to demonstrate qualifications.

No Town officer, employee, spouse, or dependent of the same shall be interested directly or indirectly in any facade grant.

No grant funds shall be assigned or pledged to any third party, nor be used for any purpose other than reimbursement of project costs as approved by the Planning Department.

No grant recipient may engage in unlawful discrimination nor contract with any person or entity that engages in unlawful discrimination, as defined by Delaware Code.

The successful applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property. The applicant agrees to return a pro-rated amount of the grant money received if the sign or awning improvement is removed within two years.

Grant Approval Process

1. The applicant must submit a Facade, Sign or Awning Improvement Grant application to the Town.
2. Town staff will review the application with the applicant and will then forward the application with a recommendation regarding the grant to members of the Town Council before the next regularly scheduled meeting.
3. The Town Council will act upon the application and provide written notice of their decision within seven (7) business days of their meeting.
4. The Town Council reserves the right to deny any grant application or make changes in conditions of the Facade, Sign or Awning Improvement Program as warranted.

Media Release

With the submittal of an application for a Facade, Sign or Awning Improvement Grant, the applicant gives permission to notify the media regarding the award of these grants. The applicant acknowledges that representatives from the Town may provide the media with photographs of the applicant and the project completed with grant funds.

Submit completed applications to:

Facade, Sign or Awning Improvement Grant
c/o Town Manager
39 The Circle
Georgetown, DE 19947
(302) 856-7391



FACADE, SIGN OR AWNING GRANT APPLICATION

The Town of Georgetown will fund up to \$500.00 of the cost for facade, sign or awning improvements for properties located within the East Market Street Business District (The Circle to Layton Avenue). The maximum grant is not to exceed \$500.00 for facade, sign or awning improvements, funding permitting. The grant applies to the front facades only. Grants will only be awarded to projects that are approved by the Georgetown Town Council prior to the start of work. A written confirmation from the Town Council and Building Permit must be provided prior to construction or installation. Please see the attached materials for further details.

Date: _____ Estimated Cost of Project: _____
Business Name: _____ Phone: _____
Street Address of Business: _____
Mailing Address, If Different Than Street Address: _____
Contact Person: _____
Proposed Start Date: _____ Anticipated Completion Date: _____

Statement of Understanding

- 1. The Applicant agrees to comply with the guidelines and procedures of the Town of Georgetown Facade, Sign or Awning Improvement Grant Program.
- 2. The Applicant understands that he/she must submit detailed cost documentation, copies of building/sign permits, bids, contracts, and invoices and contractors' final waivers of lien upon completion of the approved improvements.
- 3. The Applicant agrees to hold harmless the Town of Georgetown for any damage to the building or personal injury that may occur as a result of work funded by this grant.
- 4. Recipients of any facade grant funds must agree to observe all applicable federal, state, and local law pertaining to the use of grant funds.

Applicant Signature Date

If the Applicant is other than the owner of the building, the following line must be completed:

I certify that I, the owner of the property, do authorize the Applicant to apply for a grant under the Facade, Sign or Awning Improvement Grant Program and undertake the approved improvements.

Owner Signature Date

Describe the scope of the proposed facade, sign or awning improvements.

Please provide:

- A picture of the existing façade
- Facade plans drawn to ¼ inch scale
- Elevation detailing changes to be made
- Estimated cost breakdown
- Materials specifications
- Elevation showing immediately adjacent buildings

FACADE, SIGN OR AWNING GRANT GUIDELINES

Facade improvements (outside front) that qualify for the Facade, Sign or Awning Grant Program:

- Removal of fake facades, old signs or dilapidated awnings
- Removal of window air conditioners, grills and /or signs that are historically inappropriate for the building
- Masonry cleaning and/or repair
- Historic element restoration
- Repairs to siding, windows, doors, signs, awnings, light fixtures
- Replacement of siding, windows, doors, signs, awnings, light fixtures
- Painting
- Shutters, planters or other design elements
- Facade elements of second floor additions
- Installation of new signs or awnings

Rules:

- Project must adhere to all Town and State codes.
- Project must be in compliance with all Town of Georgetown requirements
- Information required at time of application:
 - A picture of the existing façade
 - Facade plans drawn to ¼ inch scale
 - Elevation detailing changes to be made
 - Estimated cost breakdown
 - Materials specifications
- Application form must have all required information completed.
- The project must commence within ninety (90) days of approval and be completed within 12 months to ensure timely utilization of funds.
- All deadlines must be adhered to.
- Approved applicants must agree to have a sign posted during the project stating that the project is funded in part by the Town of Georgetown.

Application Process:

1. Contact the Planning Office for a Facade Grant Application (302-856-7391).
2. Complete the application and return it to Planning Office along with the required plans and detailed information. Consult with Town staff in preparation of the application.
3. Written notification will be provided within seven (7) business days of the Town Council decision.
4. Approved applicants will be reimbursed for the grant amount after completion of the project and when paid receipts are submitted to the Town.

The Town reserves the right to deny any application due to incomplete information or any application that is inconsistent with Town of Georgetown requirements.



RESOLUTION NO. #2016-3

A RESOLUTION AUTHORIZING DESIGNATION AS A DOWNTOWN DEVELOPMENT DISTRICT

WHEREAS, under the Downtown Development Districts Act, 22 Del. C §§1901 et seq. (the “**Act**”), the State of Delaware may designate districts within Delaware’s cities, towns, and unincorporated areas that will qualify for significant development incentives and other State benefits; and

WHEREAS, these districts are known as Downtown Development Districts (“**Districts**”); and

WHEREAS, the State is accepting applications for the designation of the second round of Districts, with such applications being due on June 1, 2016; and

WHEREAS, under the Act, each applicant must submit a plan that includes the boundaries of, and a detailed planning and development strategy for, the proposed District (the “**District Plan**”); and

WHEREAS, under the Act, each applicant must also propose incentives that address local economic and community conditions, and that will help achieve the purposes set forth in the Act (the “**Local Incentives**”);

WHEREAS, if an applicant is successful and the Town of Georgetown receives District designation, the District Plan and Local Incentives proposed by an applicant shall be binding upon the applicant; and

WHEREAS, the incentives associated with designation as a Downtown Development District would greatly benefit current and future residents, businesses, non-profit organizations, and others within the Town of Georgetown; and

WHEREAS, the Town Council of the Town of Georgetown strongly believes that it is in the best interest of the Town of Georgetown to apply for District designation.

NOW THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The Town Council supports the Application for Designation as a Downtown Development District prepared by Kyle Gulbranson, AECOM, dated May 27, 2016 (the “**Application**”); and

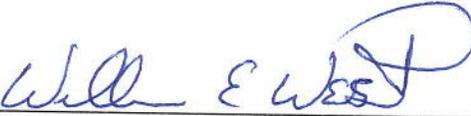
SECTION 2. The Town of Georgetown is authorized to appoint the Town Manager (the “**Administrator**”) to file the Application on behalf of the Town, and to provide such other documents and information as may be necessary or desirable in connection with the Application; and

SECTION 3. If the Application is successful and the Town of Georgetown receives notice that it has been selected for designation as a District:

- a. The Town of Georgetown shall adhere to the District Plan and the Local Incentives contained in the Application for the duration of the District designation; and
- b. The Administrator, or his or her designee(s), is authorized to execute such documents and enter into such agreements as may be necessary or desirable in connection with the Downtown Development Districts program and the rights and obligations of the Town of Georgetown thereunder; and
- c. The Administrator, or his or her designee(s), is authorized to carry out all District administrative and reporting requirements on behalf of the Town of Georgetown for the duration of the District.

SECTION 4. This Resolution shall become effective immediately upon its approval by Council.

ADOPTED by a majority vote of the Town Council of The Town of Georgetown this 11th day of MAY, 2016.



William E West, Mayor



Steve M Hartstein, Secretary