



## 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](mailto: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 governments<sup>1</sup> 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.

Completed applications will be considered by the Cabinet Committee on State Planning Issues (the Committee).

<sup>1</sup> Municipalities and counties are eligible to apply for Downtown Development District designation. Throughout this document, the

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**

terms “local government” and “applicant” refer to either the municipality or county that is presenting the application.





# *Downtown Development Districts*

## Application for Designation as a District

### 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)<sup>2</sup>. Districts must be no more than 85 acres in area for jurisdictions with a population under 9,000<sup>3</sup> 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 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

governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

<sup>3</sup> Population to be based on the 2010 US Census.

<sup>2</sup> 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,





# *Downtown Development Districts*

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## **Application for Designation as a District**

used to guide development activities and 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.

<h3><b>Section III</b></h3> <h3><b>Application Instructions</b></h3>
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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.



## ***Downtown Development Districts***

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### **Application for Designation as a District**

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.



## ***Downtown Development Districts***

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### **Application for Designation as a District**

**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







## ***Downtown Development Districts***

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Application for Designation as a District

# **Application Cover Sheet and Check List**

Jurisdiction Name:

City of Harrington

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Date of Application May 31, 2016

Date Received \_\_\_\_\_

### **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.**



## *Downtown Development Districts*

### Application for Designation as a District

### Information Sheet

**Note: All local governments must complete this sheet, even those with applications on file from a previous round.**

Municipality / County: Harrington

<b>Contact Person for Application</b> Name: <u>Teresa Tieman</u> Address: <u>106 Dorman St., Harrington DE 19952</u> Phone: <u>(302) 398-3530</u> Email: <u>ttieman@cityofharrington.com</u> Signature <u>Teresa Tieman</u> Date <u>5/27/16</u>	<b>Proposed District Administrator (if different)</b> Name: _____ Address: _____ Phone: _____ Email: _____ Signature _____ Date _____
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- ☒ New Application, never applied for DDD designation before.
- ☐ Application on file, please review with no changes.
- ☐ Application on file, please review with the addition of supplemental materials included in this application form or attached.
- ☐ Application on file. Please disregard it and review this entirely new application.

Date of certified Comprehensive Plan Certified March 15, 2014

Population of the municipality or county (as per 2010 US Census) 3,562

Population of proposed District (based on 2010 US Census Block data) 554

Area of proposed District in acres 32.7

Area Verified by OSPC Staff \_\_\_\_\_

OSPC use only





## ***Downtown Development Districts***

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### **Application for Designation as a District**

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

Harrington's Downtown Development District contains the City's core downtown business area (Commerce Street, Railroad Avenue, and Mechanic Street), encompasses adjacent residential streets where some homes have been converted to businesses, City offices, and community organizations (Fleming Street, Dorman Street, and Delaware Avenue), and also extends along Clark Street to incorporate commercial properties across the railroad tracks. The 33 acres were chosen, representing the walkable center of activity for the Hub of Delaware.



## ***Downtown Development Districts***

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### **Application for Designation as a District**

### **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: Lauren Good, AICP

Phone (302) 318-1134

Email lauren.good@kci.com



## ***Downtown Development Districts***

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### **Application for Designation as a District**

#### **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).

The boundary was originally identified in the 2013 Comprehensive Land Use Plan as “Central Commercial” on the Future Land Use (FLU) Map, designating an area where the City wished to see a concentration of mixed land uses, complementary to a traditional city center. The FLU map was recently amended as a small handful of land owners wished to retain their “service commercial” land uses. These land uses correspond to the City’s C-2 Central Commercial and C-3 Service Commercial Zoning, respectively.

The District contains a concentration of businesses, non-profit organizations, and City services, as well as single- and multi-family residential uses. It is also a center of community activities: the downtown is the site of the City’s parades and festivals, while Freedom Park is the site of summer concerts, movies, and the annual Christmas Tree lighting ceremony.

This boundary was vetted multiple times with the Downtown Development District Plan Task Force\*, as well as at community open houses to ensure the boundary fit with community needs. There were no modifications suggested or objections to the proposed boundary during the Plan’s public comment process.

\*The Downtown Development District Plan Task Force was appointed by the City Manager and was comprised of a number of Harrington citizens, business owners, and nonprofit organization members who are active in the community. Members donated numerous hours to attend meetings; provided input on a variety of topics; decorated their businesses and organizations for Downtown open houses; encouraged friends, family members, and customers to participate in online surveys; attended public presentations; and gave invaluable input into the Downtown Development District Plan that could not have been written without their support and encouragement.

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 OSCPC





## ***Downtown Development Districts***

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### **Application for Designation as a District**

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



## ***Downtown Development Districts***

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### **Application for Designation as a District**

#### **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).

**COMPREHENSIVE PLAN:** The 2013 Comprehensive Land Use Plan recognized that the downtown is one of Harrington's growth areas and has already experienced infill; however, the majority of its empty structures were older and may not be up to current building code regulations. The Plan noted that while the downtown held many assets, it also held several needs such as improvements surrounding the railroad in order to blend with the downtown character, improvements to general character and maintenance, curb appeal and structural improvements, improved signage, improvements to vacant structures and tenancy in those structures, creation of a downtown organization, and additional downtown merchant involvement. The Plan specifically mentioned character preservation, permitting mixed uses, improved relationships, supporting infrastructure improvements and events, marketing walkability and community events, integrating the railroad station with the downtown character, encouraging additional businesses, and updating the Zoning Code to allow for additional downtown flexibility.

The Future Land Use Map was updated in 2015 to show both central and service commercial uses in the proposed District. Following this, a comprehensive rezoning was undertaken so that parcel zoning matched the Future Land Use Map. Additionally, Chapter 440 (Zoning) of the City Code was rewritten in 2015 and a major overhaul of the C-2 Central Commercial Zone was undertaken to allow for a greater mix of uses in keeping with the traditional downtown theme and meeting the goal outlined in the Comprehensive Land Use Plan. All zoning in the District complies with the Land Use Classifications in the Future Land Use Map shown in the 2013 Comprehensive Land Use Plan, as amended.

**HEALTHY COMMUNITY ACTION PLAN:** Harrington's Healthy Community Action Plan made several recommendations that were captured by both the 2013 Comprehensive Land Use Plan the DDD Plan, including:

- Mixed use zoning classification and design guidelines;
- Community awareness of services, programs, and events within the area;
- Continue the City and school outreach partnership;
- Develop a bicycle and pedestrian plan; and
- Review economic development opportunities to attract medical and dental services to locate in Harrington.

**ZONING:** The District currently incorporates 3 zoning classifications within its boundaries:

- C-2 Central Commercial Zone (95 parcels/21.0 acres/80% of District):



## *Downtown Development Districts*

### **Application for Designation as a District**

- o Advances centrally located mixed-use area; encourages establishment and continuation of small commercial retail, professional business, arts and culture, restaurant, and entertainment uses in conjunction with supportive residential uses
- o Design and development standards focus on creating pedestrian-oriented traditional downtown through form-based site and building design and placemaking standards
- o Allows small lot sizes and minimal front and side yard setbacks, allowing buildings to be sited close to each other and the street and sidewalk, creating a more compact, pedestrian-scale environment
- o Streetscape and architectural standards aim to create a sense of place and promote sidewalks and storefronts as public spaces
  - C-3 Service Commercial Zone (12 parcels/4.4 acres/17% of District):
- o Provides for highway-oriented retail and automotive and heavier service-type business activities, ordinarily requiring main-highway locations catering to transient as well as local customers
- o Permits all C-2 Zone uses as well as drive-through facilities, motor vehicle services, sales and repair shops, supermarkets, shopping centers, storage and warehouses, funeral homes, commercial greenhouses, and agricultural supply stores
- o Bulk and area requirements more typical of suburban commercial highway environment; however, existing lots with this designation are mostly developed and highly impractical for most of the suburban-style uses, considering need to meet parking and stormwater requirements
  - R-1 Single-Family Residential Zone (1 parcel/0.9 acres/3% of District):
- o Single parcel owned by Norfolk Southern Railroad containing railroad tracks and unlikely to be redeveloped at any point in the near future

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).

Not applicable.





## ***Downtown Development Districts***

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### **Application for Designation as a District**

### **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).

The City of Harrington has long been an important commercial, agricultural, and entertainment hub in Delaware. In more recent history, the majority of the regional draws and attractions are located outside of the City's core downtown. A major challenge for the City is to redevelop the downtown with the right mix of uses, promote day and night economic activity as well as year-round activity, and compete with the abundant commercial and entertainment options outside of the downtown core. The downtown still has a variety of small-scale businesses including retail, banks, and professional and general services, but currently has a number of vacant and underutilized properties and competes with vacant space and available land on Route 13, also within the City limits. Harrington hopes to increase the goods and services available within the walkable community area and to build on the existing momentum that the creation of the DDD Plan has already developed.

Within the past decade, Harrington has seen a number of buildings condemned and demolished in the District due to deterioration and owner neglect. As many of the buildings in the District are over 50 years old, their condition is becoming an increasing concern. Without proper funds and the will to either preserve or even provide routine maintenance, the trend toward condemnation and demolition will, in all likelihood, continue unless new investors are found who have the wherewithal and foresight to stem this trend. Since 2005, the City has lost three prime commercial structures that would have been suitable for redevelopment had the Plan, proper zoning classification, State designation and incentives been in place. All of these structures were predominantly located in the District and provided services to the community such as a restaurant, thrift store, and a mixed use Church mission. All of these properties are now vacant lots. Another mixed use structure located on Commerce Street has recently been condemned and will be scheduled for demolition in the near future. If the demolition pattern continues due to the degree of deterioration and cost of renovation, the Downtown area will see an increase in vacant lots, loss of historic character and streetscape as well as overall



## ***Downtown Development Districts***

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### **Application for Designation as a District**

Community vibrancy and presence. Without incentives available through designation, many projects needed to restore Harrington's historic fabric and character will remain infeasible.

The District has a much lower homeownership rate than desired, at 45% in 2013. The City needs to increase these numbers within and around the District, providing pride in homeownership and pride in Harrington and also accomplishing a goal of the Comprehensive Plan of increased owner occupancy. This will also increase the City's tax base and lessen the code enforcement time spent on rental properties.

Harrington has a desire to increase the number of residents working within City limits, as evidenced by the incentive package recently adopted by City Council. There are also currently no primary jobs within the District held by District residents, a statistic the City is hoping to change by broadening the business base available within the downtown.

Harrington's Police Department is located within the District. Even with its central and visible location and proactive policing policies, the Department has responded to a fair number of incidents within the District. The Police Department averaged around 100 police responses during 2014 and 2015 within the Downtown District. During the first four months of 2016, the police have already completed 52 responses within the District. The City fears that they will see an increase in police responses without additional investment within the District, most of which would be spurred by Designation. Incident responses are expected to increase as the number of buildings are vacated and are condemned and as the percentage of owner occupied residences continues to fall.

Within the last year, the City has invested resources, time and money to create and adopt a Downtown District Plan, organized an active Downtown Task Force, provided Community outreach and input, immediately began implementation tasks, created a new Capital Improvement Program budget line to continue the Downtown initiatives, adopted City wide and Downtown specific incentives, attended the National Main Street Conference to obtain additional education and ideas, and ensured the Downtown initiatives have local support. To continue this success the City needs the State designation to attract investors, continue with aggressive implementation and work with stakeholders on priority redevelopment projects.



## *Downtown Development Districts*

### Application for Designation as a District

### 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

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



## *Downtown Development Districts*

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### **Application for Designation as a District**

### **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).

**Housing.** Data from the 2010 Census show that 14.7% of the housing units within the District (Census Blocks most closely matching the District boundaries) are vacant. Of those that are occupied, 47.0% were rental and 53.0% were owner occupied. 27.7% of owner-occupied housing units within the City were valued at \$99,999 or less in the 2010 Census. 37.9% of renters paid less than \$500/month. About 20% of the City's housing stock was built before 1940, making the structures at least 75 years old and houses built between 1940 and 1960 make up an additional 20%. Funding associated with the Downtown Development District designation could help existing and prospective owners with the costly renovations associated with the aged housing stock.

**Income & Poverty.** Data at the Census Block level for income and poverty is not available; however Harrington's 2013 median household income (per the 2009-2013 American Community Survey) was estimated to be \$38,182, more than \$15,000 below the Kent County median of \$55,149 and more than \$20,000 below the State median of \$59,878. The City's poverty rate of 19.7%, (again, according to the 2009-2013 ACS) was almost 60% greater than the State's 11.7% rate. FY 2015 estimates of the number of low and moderate income individuals obtained from the U.S. Department of Housing and Urban Development, based on the 2006-2010 American Community Survey, additionally indicate that 31.84% of the City fall into the low/moderate income category.

**Condemned & Demolished Buildings.** The City researched the building permit files for demolitions since 2005 within the Downtown District. A memo was provided that includes three (3) prime commercial structures and one (1) single family structure. One mixed use building has recently been condemned and will be scheduled for demolition in the near future.

**Crime Statistics.** The Police Department researched and provided police response data from 2014 to April of 2016. In 2014, they had 101 responses and a small increase in 2015 to 104 responses. In just four months within 2016, the police have already completed 52 responses within the District. The top five response types within the District are domestic calls, disorderly conduct, harassment, terroristic threatening, and suspicious subjects.

As shown on the Priority Redevelopment Projects map, there are 27 parcels totaling over 5 acres (approximately 15% of the District) that are classified as vacant or underutilized property. These offer opportunities for compatible infill development. Nine of these currently





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### **Application for Designation as a District**

contain a building, which are either vacant or the yard area is large enough to be subdivided and developed under the current Zoning Regulations. There are 7 parcels with vacant buildings. Two properties are currently used as open space with amenities, but are classified as infill potential as they are privately owned.

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).

Harrington sees many potential positive impacts surrounding State Designation of their Downtown Development District:

- Increased homeownership rates – with recently adopted local incentives targeted toward first-time single-family owner-occupied housing units, Harrington is seeking to increase its homeownership rates, which hovered around 50% during the 2000 Census. This could lead to increased housing valuations and a reduction in code enforcement issues as studies have shown that higher home ownership rates generally lead to higher levels of property maintenance.
- Elimination of condemned/demolished buildings due to neglect – with a renewed focus by investors and an influx of capital in the Downtown, older buildings may be renovated or redeveloped and have a more regular cycle of maintenance and upkeep in the future. This, coupled with increased Code enforcement, will diminish the pattern of unwanted condemnation and demolition by the City.
- Fewer crime incidents – with a broader residential population, additional businesses, and more activities occurring Downtown, it is anticipated that the Police Department will have fewer calls for service in the District as there will be more “eyes on the street” during the day and evening hours. It is anticipated that the calls that are received will be for more minor infractions, as the increased productive activity will limit any unsavory behaviors.
- Concentrate on priority redevelopment – the City has outlined key priority projects within the District: railroad area improvements, filling vacant structures, and infilling vacant lots. Various strategies and implementation items have been developed in order to market these projects to potential investors. By achieving renovation and redevelopment of these properties, Harrington will also be able to see a reemergence of its downtown character and identity, which has been missing due to gaps in the vertical streetscape.
- Job creation – as mentioned previously, there are no residents of the District who also hold a primary job within the District. Harrington would like the Downtown to be viewed as a live-work-play community where people can find affordable housing, decent jobs, and evening and weekend entertainment to suit the needs of people from all income levels.

## ***Downtown Development Districts***

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### **Application for Designation as a District**

- Increased events and activities – the Downtown is already the site of numerous events and activities for the City. With increased attention on the District, Harrington envisions new events and activities taking place and possibly enhancing events already in existence. Harrington will also be coordinating a community event calendar for all activities taking place in the area – not just those being hosted by the City. It is the hope that this will lead to increased attendance and participation, correct notification of City departments, awareness on the part of downtown businesses and organizations, and decreased crime.
- Creation of a downtown stakeholder organization – Harrington has tried in the past to organize a similar organization, with little success. In light of the recent momentum gained by the adoption of the DDD Plan, Designation would allow this to carry forward and provide downtown stakeholders an additional push to form this group. The Mayor has stated his intent in formalizing this organization, one of the Plan's implementation items, in which many businesses and non-profits have expressed an interest.
- Youth involvement – in addition to creating a downtown stakeholder organization, Harrington intends to solicit involvement from local youth organizations and have a youth liaison serve as part of this stakeholder organization. The City also hopes that there is an opportunity for additional involvement by local students and other young people in Downtown activities, with the possibility of a mentorship or internship program with downtown businesses and expansion of businesses and activities appealing to younger customers.
- Incorporate railroad into downtown character – Railroad Area improvements are an identified priority project and the City intends to master plan improvements surrounding the railroad that bisects the District. The intent is to also continue the train theme so there is a cohesive character to be used within the District and used with all marketing and branding materials.



## *Downtown Development Districts*

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### **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).

On May 9, 2016, the Harrington City Council approved Ordinance 16-06, adopting the DDD Plan. The Plan brought together numerous planning efforts and documents, united stakeholders with a shared vision for the Downtown, and is the key document for the Downtown to articulate common goals and strategies, coordinate economic development efforts, identify priority development and redevelopment opportunities, and assist in marketing and community events.

The vision, goals, objectives, and strategies are a result of the community survey, SWOT (strengths, weaknesses, opportunities, and threats) analysis, Task Force and other stakeholder input.

The Plan is organized into nine chapters: introduction; data; vision; goals, objectives, and strategies; implementation; incentives; evaluation; maps; and an appendix. The introduction describes the District; the purpose and need for the Plan; the planning process; and gives an overview of existing documents, activities, and organizations. The data chapter discusses demographics and housing; land use and zoning; natural and cultural resources; physical, public realm, and walkability; and economic and market analysis. The implementation chapter discusses key priority projects; implementation; political will and implementation ability; downtown coordination; a branding strategy; and consistency with other planning documents. The incentives chapter discusses existing and proposed (adopted 5/16/2016 in their entirety) local incentives, as well as other funding and support opportunities at the state and federal level. The appendix includes the downtown survey and results, public comments, enabling legislation, and links of interest. Several images were placed throughout the document to

## ***Downtown Development Districts***

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### **Application for Designation as a District**

depict current conditions and redevelopment. The Plan provides a view into Harrington's past with historical images provided by the Delaware Public Archives placed side-by-side with current images of the downtown.

Eight core visions emerged for the District:

- 1) Downtown is a place where people come to play, work, shop, and live - a vibrant and important community gathering place.
- 2) Downtown is safe and friendly for people of all ages, income levels, and cultures.
- 3) Downtown is an economic engine for the City, promoting a diverse economic environment that supports local entrepreneurial ventures.
- 4) Downtown is a successful and desirable neighborhood with a variety of housing choices and a mix of uses.
- 5) Downtown values its historic buildings and encourages compatible, high-quality new construction.
- 6) Downtown's streets safely accommodate many modes of travel: pedestrians, bicycles, automobiles, transit, and freight.
- 7) Downtown's streetscape is active and comfortable day and night, with pedestrian-scale lighting, landscaping, seating, and other coordinated amenities that establish a distinct identity.
- 8) Downtown has thriving public events that are local and regional destinations.

In order to realize these eight visions, ten goals and an additional 30 objectives and 70 strategies were developed. The ten goals are as follows:

- 1) Strengthen residential neighborhoods, with an emphasis on encouraging homeownership, rehabilitating older buildings, maintaining the existing character, and avoiding incompatible development.
- 2) Create a downtown where shops, banks, and other traditional businesses flourish alongside creative enterprises in a friendly, lively, and successful atmosphere.
- 3) Preserve natural and cultural resources by encouraging the appropriate preservation and/or reuse of older buildings and sites and the protection of environmentally sensitive resources.
- 4) Improve the appearance of the Downtown's public and private realm.
- 5) Proactively plan for improved infrastructure (e.g., structures, roads, utilities, pedestrian connectivity, routine maintenance).
- 6) Enhance the downtown's transportation and circulation system to connect and integrate amenities and destinations.
- 7) Provide a sufficient amount of parking within the downtown and ensure its use is properly managed.
- 8) Create a downtown that is alive night and day with events and activities.
- 9) Create a downtown where residents, workers, visitors, and patrons feel safe both day and night.
- 10) Create an environment in which young people feel welcome in the downtown and contribute to making it a friendly, lively, and successful atmosphere.



## ***Downtown Development Districts***

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### **Application for Designation as a District**

All of the strategies were also included in the Plan's implementation section and were assigned a completion time period ranging from "Upon Plan Adoption" to "Completion within Three Years of Plan Adoption".

Letters of support for the Plan and DDD Designation were obtained from the following:

- State Senator F. Gary Simpson, 18th District
- State Representative William R. "Bobby" Outten, 30th District
- LeFeisha D. Cannon, Power in Praise Ministries, Inc.
- Marie Gannon, OMG Collage
- Catherine D. McKay, Connections Community Support Programs
- Viva Poore, Harrington Historical Society
- Robert E. Price, Jr., Harrington Senior Center, Inc.
- Darrin Simpson, Blue Hen Construction
- Trinity United Methodist Church
- Combined Letter:
  - o Downtown Junction
  - o Bowers Group, LLC
  - o The Clutter Box Antiques
  - o Happy Tails Dog Grooming
  - o Harry Marker LLC t/a Anchors Away
  - o The Harrington Florist & Cakery





## ***Downtown Development Districts***

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### **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 City has invested time and money in relation to the growth and development in Harrington. Development resources, updated Codes, and tools have been a priority within the City starting in 2006 when a City Planning Consultant was hired to assist in managing several critical projects. The list of adopted projects, found in Chapter 5, demonstrates the history of political will and the large amount of investment made in relation to development and redevelopment, including recent adoption of an economic development ordinance, numerous rewrites and codification of the Zoning Code, adjustments to the municipal fees collected, requiring installation of sidewalks and curbing in conjunction with all new construction, creation of a development toolkit, and adoption by ordinance of the Downtown Development District Plan with assurances that the City will complete various strategies in order to further revitalization of the Downtown.

The City has committed itself to provide various incentives, which in conjunction with State and County resources, will further revitalization efforts already underway. The City will administer all City incentives associated with the District and will provide technical assistance to investors pursuing development activities in the Downtown. In addition, Harrington will manage the numerous tasks and projects devised as part of the Plan according to the adopted implementation schedule, including the creation of a new Downtown webpage with numerous features highlighting downtown assets and availabilities and other market aides that will be used to attract additional investment to the District.

The City budget was adopted on May 18, 2016. This is the first year that the City has created and funded a Capital Improvement Plan budget line item for the Downtown Development District Plan implementation. In addition to having an annual budget line item in the CIP moving forward, it is the City's intention to continue to apply for all applicable grant opportunities available to and within the Downtown.

Due to the existing lack of community organizations, it is the City's goal to facilitate meetings to formalize a downtown stakeholder organization and continue in a supportive partnership role once running. Formation was discussed by the Task Force and at the Plan's public presentation and is a high priority for the City Manager and the Mayor, as well as Downtown stakeholders, who are anxious to come together to promote their investments and help to create a vibrant Downtown community.



## ***Downtown Development Districts***

### **Application for Designation as a District**

The City attended the 2016 National Main Street Conference along with their planning consultant to obtain further education on additional funding opportunities, vibrant ideas, lessons learned from other organizations, and overall implementation techniques. The City understands the value and will strive to attend future Main Street conferences contingent upon budget allocations for conference and training activities.

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 Projects<sup>4</sup> should be identified, if applicable. See the Checklist for more details (please limit your response to 750 words or less).

Harrington's DDD Plan contains implementation strategies to be completed within various periods after Plan adoption occurred on 5/9/2016. The City has identified a number of these implementation strategies in its FY17 Capital Improvement Plan, which they are also hoping to leverage funds through a new NBBF grant in order to complete the following incentives within 12 months:

- City Website Page –creation of a separate page for the DDD Plan and all information pertaining to the Downtown;
- Private/Public Investment Tracking –City Finance Clerk will be responsible for tracking all the private and public investments within the Downtown, including all permits, development applications, City improvement projects, as well as any additional City expenses for services;
- City Vacant Lot & Structure Website –City currently provides a map with detailed information regarding each commercial vacant lot and structure within City limits. This will be expanded to include all vacant lots located within the City;
- Downtown Business Map –map would feature all Downtown businesses along with the physical location, pictures, and business profile information and will be included on the City website that houses the Downtown page;
- Downtown Marketing Brochure –City will create a Downtown brochure with pertinent marketing information and available resources for distribution and posting on the City's website. The launch of the brochure and new planning tools will be sent to the County and State Economic Development agencies, local Chamber of Commerce, and tourism organizations as well as to real estate agencies;
- City Community Event Calendar –City will host, maintain, and update a Citywide community calendar with links and/or information to any event hosted in the area. It will be the responsibility of the organization to provide the information and notify the calendar contact person within the City to update the calendar. A clear procedure will be developed

<sup>4</sup> 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***

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### **Application for Designation as a District**

prior to this service being provided live. This tool will assist everyone to schedule their event in advance and strive to avoid conflicts with other planned events;

- **Downtown Merchants' Organization** –City will coordinate and facilitate the first Downtown organizational meeting. All property owners, businesses, and identified stakeholders will be invited with the goal of seeking interest, discussing intent, defining the City's supportive role, leadership positions, and determining next steps.
- **City Spring Clean Up** –City currently hosts a yearly clean-up program that allows Harrington residents the ability to remove large bulk items and bring them to the Public Works Yard. This program will be expanded to include a volunteer-based Downtwon clean-up day during this week.

Two of the implementation items have already been completed as of the submission of this application relating to incentives - the Downtown Revitalization Area Tax Incentive Program and Downtown & Redevelopment Incentives were completed by the adoption of an Economic Development & Redevelopment Ordinance by City Council on May 16, 2016. Ordinance 16-07 was adopted in order to provide a number of incentives in the District and Citywide, in order to show the City's commitment to reinvigorating the health of the Downtown.

As mentioned above, the City is submitting for additional NBBF funding in the upcoming grant cycle. If awarded this grant, Harrington intends to master plan needed improvements along Delaware Avenue, Railroad Avenue, and Hanley Street – “Railroad Area Improvements” are a key priority project identified in the DDD Plan. Initial stakeholders have been identified, to include: Norfolk Southern Railroad, the Harrington Historical Society, Delaware Department of Transportation, Kent County Tourism, train enthusiast organizations, and the Delaware Economic Development Office Downtown Delaware Main Street Program, along with Downtown stakeholders.

- **Delaware Avenue** – The western side of the street accesses a rail storage yard as well as train station and is predominantly a gravel surface with no landscaping or identified parking. The area could easily be improved with landscaping, marked parking, and a buffer. The eastern side of the street provides a mix of vacant lots between neighborhood businesses. This area could be improved by new structures or landscaped green open spaces.
- **Railroad Avenue & Hanley Street** – This is a great opportunity for improvements to be designed to allow visitors to walk from the northern portion past the train museum. During this walking tour, visitors can read educational and historical signs regarding the railroad service to Harrington and the State. The train design theme could be used throughout the project. The master plan will include amenities, on-street parking, lighting, drainage, sidewalks, and fence relocation.

## ***Downtown Development Districts***

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### **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.

Stakeholders and partners play significant roles in achieving the goals outlined in the Downtown Plan and in revitalization of the District as a whole. Many stakeholders and potential partners have been identified that the City wishes to explore available opportunities with for several implementation items. Listed below are the current, active partners:

- 1) State Senator F. Gary Simpson, 18th District – Senator Simpson provided a letter of support, recognizing the City for their dedication and public involvement in preparing the Plan and application for State designation, noting its clearly stated vision, goals and objectives as well as scheduled implementation. The Senator notes the Plan’s promotion of a walkable location for family friendly events. Senator Simpson concludes with his support of the City’s designation as a Downtown Development District.
- 2) State Representative William R. “Bobby” Outten, 30th District – Representative Outten provided a letter of support, commending everyone who took part in the DDD Plan and State designation effort for their hard work and due diligence in reaching a conclusion and plan suitable for Harrington’s needs. The Representative noted that he is very active in his hometown, Harrington, and has participated in and enjoyed activities and special events in the Downtown area for years. Representative Outten ends by giving his wholehearted support to Harrington’s Downtown Development District State designation application and notes that he looks forward to working closely with the City in the implementation of the downtown efforts.
- 3) Power in Praise Ministries, Inc. – Power in Praise has been a part of the Harrington community since 2006 when they renovated a building within the Downtown Development District that had stood vacant for nearly a decade. The Church, led by Bishop Carlos Cannon, has expanded to two services each Sunday, serving the needs of its congregation who travel from as far away as northern Delaware and Eastern Shore Maryland to attend. Power in Praise also is developing a non-profit organization, which is in its infancy stages - Greater Harrington Community Development Corporation. Power in Praise has instituted a high school diploma program, money management and credit counseling courses, food pantry program, and annual family fund day event where they give away food, 200+ backpacks filled with school supplies and over 100 bikes to community youth. The organization is committed to the economic,

## ***Downtown Development Districts***

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### **Application for Designation as a District**

physical, social, personal, and developmental growth of the DDD area and those who are a part of it. Power in Praise will continue to provide services to the community and be an active part in the initiatives and strategies put in motion by the Downtown Development District Plan.

4) Harrington Historical Society - The Greater Harrington Historical Society is dedicated to preserving the knowledge of the City's history and culture. The Society is comprised of volunteer members, a board, and a part-time clerical employee. Their office is located within the District on Liberty Street. Harrington has three museums that all reflect significant parts of the community, as well as the City's growth. The Harrington Museum is located on Fleming Street and is housed in two buildings, one of which is an 18th century Episcopal Church. Exhibits display artifacts of the 19th century. Also within the District is the Harrington Railroad Museum, which gives a glimpse into how train crews lived and the tools they used when the Delaware Railroad was a focal point within the City. The third museum, located outside the District, is the Messick Agricultural Museum, which showcases Harrington's rich farmland with a private collection of antique tractors and farm equipment. The Historical Society's Treasurer served on the Downtown Task Force and actively participated in the community open house outreach event and promoted activities associated with the Plan on behalf of the Harrington Historical Society. It is the City's intent to ask this same representative to serve on the Railroad Area Improvement Master Plan Committee and to have Historical Society representation within the Downtown Merchants' Organization.

5) Harrington Senior Center, Inc. - The Harrington Senior Center is a non-profit organization that provides free services Monday through Friday and is located within the District. The common goal for the Center is to keep senior citizens in their own home and community environment as long as possible. The Senior Center provides eight main services: transportation, nutrition, social/recreational, health/wellness/support, physical fitness, educational enrichment, and outreach/reference. The Center also provides a number of regularly scheduled activities including bible study, arm chair aerobics, blood pressure screening, art classes, local shopping trips, monthly birthday parties, line dancing, Tai Chi, friendly visiting trips, out-of-state trips, games, and card clubs. Daily lunch services are provided for a small donation. The Senior Center is in support of the District initiatives - they graciously hosted Downtown Plan project representatives during one of the monthly birthday parties and encouraged the submission of downtown surveys by seniors in attendance. The Senior Center, as a non-profit organization, intends to pursue applicable funding opportunities to assist in maintenance and preservation of its well-used and important community facility.

6) Connections Community Support Programs - Connections is a 501(c)(3) not-for-profit organization that provides community-based healthcare, housing, food, and employment opportunities to Delaware communities. Connections' clientele include individuals with disabilities, people with mental health and substance abuse problems, individuals and families who are homeless, veterans and their families, and adults and youth who are involved with the criminal justice system. Connections CSP opened a detox facility within the proposed District



## ***Downtown Development Districts***

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### **Application for Designation as a District**

in November 2015, taking over the majority of a declining strip center. Connections will continue to have representation on downtown planning task forces.

7) Local Merchants - A number of local merchants were instrumental in the creation of the Downtown Plan, comprising a majority of the Downtown Task Force appointed by the City. While not all of the merchants signing the attached letter of support served on the Task Force, these merchants are already active in the community, donate numerous hours to attend meetings, provide input on a variety of topics, participated in the community open house outreach event, participated in a downtown survey, attend public presentations, and gave invaluable input into the Downtown Plan. The City envisions facilitating the inception of a downtown merchants' organization with a continued supportive partnership role. These local merchants are possible representatives that may be asked to serve as part of the Organization to assist in implementing the Downtown Plan and ensuring the future success of the Downtown. Current represented businesses include: Blue Hen Construction; Bowers Group LLC; Downtown Junction; Happy Tails Dog Grooming; Harry Marker LLC t/a Anchors Away; OMG Collage; The Clutter Box Antiques; and The Harrington Florist & Cakery.

8) Trinity United Methodist Church – Trinity UMC is located prominently in Harrington's Downtown Development District. It was constructed nearly 120 years ago and is a historically significant cornerstone. The church participates in community events such as parades, Harrington Heritage Day, concerts, meetings, and more. A representative of Trinity served on the Downtown Task force, attending several meetings, participating in a walking survey, and providing input to the SWOT analysis. Trinity UMC intends to continue as participants in the efforts to improve the quality of life for the Harrington community and to revitalize the Downtown Development District.

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***

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### **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).

Harrington's District is fortunate in that it does not presently contain mapped floodplains or wetlands within its boundaries; however, the City as a whole has comprehensive Floodplain Regulations (Chapter 212 of the City Code) and regulates wetlands according to State and USACE regulations. Approximately 27% of the District lies within the City's Excellent Recharge Area and a portion also contains Wellhead Protection area. The City has a detailed Source Water Protection Ordinance (Chapter 350 of the City Code), which prohibits certain uses in these areas, limits the amount of impervious cover created, and encourages the use of green technology best management practices to remove contaminants and manage stormwater. Information on these three topics can be found in the Natural & Cultural Resources Section of Chapter 2 in the Downtown Plan.

In addition, the third goal of the Downtown Plan is to "Preserve natural and cultural resources by encouraging the appropriate preservation and/or reuse of older buildings and sites and the protection of environmentally sensitive resources." Harrington realizes that the Downtown has an opportunity to become a leader in transitioning to a greener economy, including opportunities to increase the rate of recycling among Downtown residents and businesses, as well as to reduce overall energy use. Key environmental objectives include the following:

- Protect the amounts and quality of groundwater and promote groundwater recharge. Sustainability and BMPs should play a larger role in future development, redevelopment and improvements to reduce stormwater runoff. Strategies include: 1) investigating the use of permeable pavers and porous asphalt in new parking lot construction, especially in designated Source Water Protection Areas; 2) encouraging the use of native plant material; 3) increasing the urban tree canopy; 4) encouraging biodiversity; and 5) using bioswales, bioretention, and rain gardens in new development, parking lots, and the public ROW to reduce stormwater runoff.
- Encourage the Downtown to be a model green community that fosters environmentally sound practices. Strategies include: 1) promoting recycling among Downtown businesses and residents; 2) encouraging the Downtown to be a model for City recycling efforts by increasing the share of wastes generated by Downtown businesses and residents that are recycled; and 3) promoting programs to improve the energy efficiency of Downtown buildings and infrastructure.



## *Downtown Development Districts*

### **Application for Designation as a District**

Harrington's 2013 Comprehensive Land Use Plan additionally contains sections on floodplain, wetlands, woodlands, waterways and drainage (stormwater and tax ditches), sourcewater assessment and protection, and total maximum daily loads (TMDLs). This Plan includes a number of recommendations for the City to consider, including the following:

- Revising ordinances to include wetland setbacks;
- Drafting a planting and stream buffering program to protect and enhance water quality and drainage;
- Requiring wetland buffers that are at least 100' in width for land use change projects;
- Requiring a higher level of protection of non-regulated wetlands;
- Drafting an ordinance allowing for larger connected areas of forested open space;
- Evaluating the need for an operation and maintenance plan for streams, ditches, swales, and storm drains to remove debris/blockages and sedimentation and restore features to original design grade;
- Including sediment sediment and stormwater requirements on application checklists for construction projects;
- Strengthening the Source Water Protection Ordinance;
- Requiring an impervious mitigation plan for all residential and commercial developments exceeding 20% cover; and
- Requiring developers to use best management practices to meet required TMDLs for the affected watershed.

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/>

Harrington's Comprehensive Land Use Plan's primary vision is to maintain the quality of life and character of the community while protecting the health, safety, economic health, and welfare of its citizens. It recognizes that responsible and sustainable use of land and natural resources is critical to the economic growth of the community. The 2013 Comprehensive Plan contained a number of themes, goals, and objectives that informed the DDD Plan, which were incorporated and explored in much more detail than would normally occur in a Comprehensive Plan, which is focused on the entirety of the City. The Comprehensive Plan specifically called for the creation of a mixed use zoning district, which was done through the comprehensive rezoning process and rewrite of the Zoning Ordinance, which redefined the C-2 Central Commercial District, in preparation for development of the DDD Plan. The Comprehensive Plan also indicated that the downtown, one of Harrington's desired growth areas, reflected the heart and soul of the City and should be the location of events and gatherings, and be a walkable and bikeable location. The Downtown Plan and District



## ***Downtown Development Districts***

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### **Application for Designation as a District**

designation only help to further those assertions. Additional information regarding the City's Comprehensive Land Use Plan can be found in Chapter One of the Downtown Plan. It was the City's goal for the DDD Plan to be able to be used as a standalone document, so all references to goals and strategies found in other documents have been carried forward into this one Plan.

The entirety of Harrington's proposed District falls within a Level 1 Investment Area as shown within the 2015 Strategies for State Policies and Spending. This is the highest priority area for State investment. According to this document, State investments and policies should support and encourage a wide range of uses and densities, promote a variety of transportation options, foster efficient use of existing public and private investments, and enhance community identity integrity. It is in keeping with these same goals that the District and DDD Plan were developed; therefore, the District and Plan are consistent with the goals and objectives of the Strategies for State Policies and Spending.



## ***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?)

<b>Local Incentive</b>	<b>In effect since (approx.)</b>	<b>Geographic area covered</b>
Expedited Review Process	2007	Citywide
Downtown Revitalization Area Tax Incentive Program	2012 (repealed 2016)	Commerce St & Clark St
Sewer and Water Impact Fee Calculations	2013	Citywide
Site Plan Extension	2014	Citywide
Reduced Fee Adoption	2014	Citywide
Water Usage Fee Adoption	2014	Citywide
Transfer Tax Waiver for First-Time Home Buyers	2016	Citywide
Sewer Impact Fee Reduction	2016	Citywide



## ***Downtown Development Districts***

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### **Application for Designation as a District**

Impact Fee Waiver based on Direct Job Creation	2016	C-2, C-3, TND, M & IMP Zoning Districts
Permit & Other Fee Reduction Based on Direct Job Creation for Harrington Residents	2016	C-2, C-3, TND, M & IMP Zoning Districts
Downtown Revitalization Area Tax Incentive Program (Changed to Boundary of District)	5/16/2016 (replaced 2012 incentive)	DDD Only



## ***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.

<b>Local Incentive</b>	<b>How modified?</b>	<b>Geographic area covered</b>
COMPLETED MAY 2016		DDD Only
		DDD Only
		DDD Only
		DDD Only
		DDD Only
		DDD Only
		DDD Only
		DDD Only
		DDD Only
		DDD Only
		DDD Only

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

<b>Local Incentive</b>	<b>Date enacted (or proposed date of adoption)</b>	<b>Geographic area covered</b>
Business License Fee Waiver for New Businesses	5/16/2016	DDD Only
Category A or B Plan Review Fee Reduction	5/16/2016	DDD Only
Category A or B Priority Review Status	5/16/2016	DDD Only
First-Time Home Buyer Tax Abatement	5/16/2016	DDD Only
Downtown Revitalization Property Tax Reduction Program	5/16/2016	DDD Only
		DDD Only
		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.

<b>Local Incentive</b>	<b>Funding Source</b>
Fee waivers, fee reductions, tax abatements	All waived, reduced, and abated income that the City does not receive due to incentives is unrealized income/revenue to the City's General Fund, except the Impact Fee waivers, which are unrealized income/revenue to the Water/Wastewater Fund.
Expedited Reviews	Currently, Harrington utilizes consultants to perform most of its plan review tasks. The City will direct its consultants to prioritize District plans and will require that consultants adhere to providing comments within the 10 working day review window.

For each Local Incentive to be provided, please describe the specifics of how the incentive works (details are needed), and how the incentive



## ***Downtown Development Districts***

---

### **Application for Designation as a District**

encourages economic development and revitalization in your community.

**Expedited Review Process (Citywide)** - In 2007, a two-tiered review process was presented and adopted by the City Council that created a Category A Site Plan Review and a Category B Administrative Plan Review. This tier system allowed specific development applications to be completed without any public meeting, if the project was Code compliant with an Administrative review process. These procedures can be found in the City Code, Chapter 440-287, Uses Requiring Site Plans. If the requirements are followed as stated in the Code, the process is faster and less expensive in terms of time and cost. This process has been very successful and encourages redevelopment through onsite guidance and building improvements.

**Downtown Revitalization Area Tax Incentive Program (Commerce St & Clark St)** – On May 17, 2012, the City Council approved Ordinance 12-07 relating to this program. All improvements to the exterior of existing commercial structures located in the downtown area facing Commerce Street and/or Clark Street are eligible to apply for a partial exemption from the City's real estate taxes. (This program was repealed on May 16, 2016 by Ordinance 16-07 – see below.)

**Sewer and Water Impact Fee Calculations (Citywide)** - On February 19, 2013, the City Council approved Ordinances 13-01 and 13-02 regarding the calculation of Equivalent Dwelling Units (EDUs) in relation to sewer and water impact fees. This revision was adopted based on Kent County Levy Court's impact fee calculations.

**Site Plan Extension (Citywide)** - On June 2, 2014, the City Council approved Ordinance 14-09, which extended the length of time for a site plan approval. The Planning Commission's site plan approval shall become null and void unless a zoning compliance certificate has been issued for the proposed development within two years from the date of the Planning Commission approval. The Planning Commission may, for good cause, grant an extension of up to a total of eighteen months.

**Reduced Fee Adoption (Citywide)** - On June 16, 2014, the City Council approved Ordinance 14-04, which adopted a new fee schedule, reducing the water impact fee from \$2,000 to \$1,170 and adjusting other municipal fees.

**Water Usage Fee Reduction (Citywide)** - On September 16, 2014, the City Council approved Ordinance 14-14 to reduce the water usage fees. This ordinance reduced the water rate for in-City users from \$3.55/1,000 gallons of usage to \$3.25/1,000 gallons of usage and for out-of-City users from \$4.72/1,000 gallons of usage to \$4.32/1,000 gallons of usage.



## ***Downtown Development Districts***

---

### **Application for Designation as a District**

Transfer Tax Waiver for First-Time Home Buyers (Citywide) - On April 18, 2016, the City Council approved Ordinance 16-04 to allow for an exemption from the realty transfer tax for first-time homebuyers as defined in the City of Harrington Code, Chapter 378 Taxation.

On May 16, 2016, the City Council approved Ordinance 16-07 to allow the following incentives:

Sewer Impact Fee Reduction (Citywide) - The sewer impact fee will be reduced beginning in Fiscal Year 2017 with an annual step increase.

Impact Fee Waiver based on Direct Job Creation (C-2, C-3, TND, M & IMP Zoning Districts) - For new full time job creation within the five zoning districts, a property owner may be eligible for a water and sewer impact fee waiver(s) based on the number of full time employees.

Permit & Other Fee Reduction Based on Direct Job Creation for Harrington Residents (C-2, C-3, TND, M & IMP Zoning Districts) – If 10% of a business' employees reside in the corporate limits of the City, the incentive beneficiary may qualify for a one-time reimbursement of 5% of applicable local permits and fees.

Business License Fee Waiver for New Businesses (District) - New businesses located in the District will be eligible for a one-time waiver of its Business License fee for the first three years.

Category A or B Plan Review Fee Reduction (District) - Development applications for a Category A or Category B plan review within the District are eligible for a one-time fee reduction in the amount of \$200 per parcel and/or application for a Category A preliminary site plan review, Category A final site plan review, or Category B administrative plan review.

Category A or B Priority Review Status (District) - Any applications submitted in the District will receive review comments within 10 working days from the date of submission to the City. These include Category A or B plans.

First-Time Home Buyer Tax Abatement (District) - A first-time homebuyer for an owner-occupied single-family home may be eligible for a one-time abatement of the first full tax assessment billing.

On May 16, 2016, the City Council approved Ordinance 16-07, repealing the former program (discussed above) and altering the boundary to align with the District boundary. All improvements to the exterior of existing commercial structures located in the District and facing the street are eligible to apply for a partial exemption from the City's property taxes.



## ***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 City of Harrington is committed to encouraging redevelopment and revitalization of its downtown. To this end, Harrington has completed two of the implementation items listed in the DDD Plan by adopting Ordinance 16-07 on May 16, 2016, an ordinance to spur that revitalization through numerous incentives, some limited to the proposed District and some available Citywide, regardless of Designation status. However, these incentives will only serve to be enhanced by the Downtown Development District grants and other State programs available within designated Districts. The State package of incentives, coupled with Kent County and local incentives, would cause a true resurgence of revitalization and redevelopment within the Downtown. With one condemned building poised for demolition and a building at the historic Clark's Corner awaiting redevelopment/renovation after an unfortunate fire, Harrington's downtown is poised to take advantage of these many opportunities and leverage these programs.

Within the Downtown Plan, Harrington has committed to a number of implementation steps. While State designation requires the implementation of a local DDD website, Harrington is already committed to the development of a Downtown website that goes beyond a listing of the many incentives available at both the State and local level. Many of the implementation items outlined in the DDD Plan involve the marketing and coordination of the District itself, including the provision of an online map with detailed information on vacant lots and structures, provision of an online map featuring downtown businesses and non-profit associations with profile information, as well as a coordinated event calendar that goes beyond the standard City-hosted meetings.

One of the Plan's implementation items is to create a brochure outlining marketing information and available resources and incentive information that can be distributed to existing businesses, potential investors, and posted online. The launch of the brochure and new planning tools will be sent to the County and State Economic Development agencies, local Chamber of Commerce, and tourism organizations, as well as to real estate agencies.

It is envisioned that as much information as possible about the Downtown's availability, incentives, marketing, branding, etc. will be available online. The City also plans to coordinate and facilitate meetings to formalize a downtown stakeholder organization, after



## ***Downtown Development Districts***

---

### **Application for Designation as a District**

which the City will continue in a supportive partnership role. When prospective business owners or investors come to the City, they will be able to meet with City or downtown stakeholder organization representatives who will be able to discuss various vacancies, which have been highlighted on the City's website. City staff will have detailed information on the incentive package, both at the local and State level, but will also be able to direct them to the SHA and other State programs. City consultants will be able to guide interested parties through the (re)development process through detailed predevelopment meetings and throughout the development application process, as the City has on-call contracts with planning and engineering firms, as well as staff code enforcement officials.

Specific incentive programs would work as outlined in their respective Ordinances, with guidance from City staff and consultants providing technical assistance. Application for State and County incentives would be completed between the applicant and State/County departments; however, City staff and consultants could provide assistance as requested. In order to provide the best service possible City staff and consultants will work with State and County staff in order to assist investors and business owners through the process as easily and seamlessly as possible. The City Finance Clerk will also track all private and public investments within the District including all permits, development applications, City improvement projects, and additional City expenses for services. The downtown stakeholder organization and the City will also prepare an annual report discussing accomplishments, investment and incentive tracking, implementation status, membership, and the District's path forward, which will be presented to City Council and shared to pertinent State agencies.



## ***Downtown Development Districts***

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**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 16, 2016

Resolution Number    16-R-13

☒ Resolution Attached.



City of Harrington, Delaware  
Delaware Downtown Development District  
Application for Designation as a District  
Index of Attachments

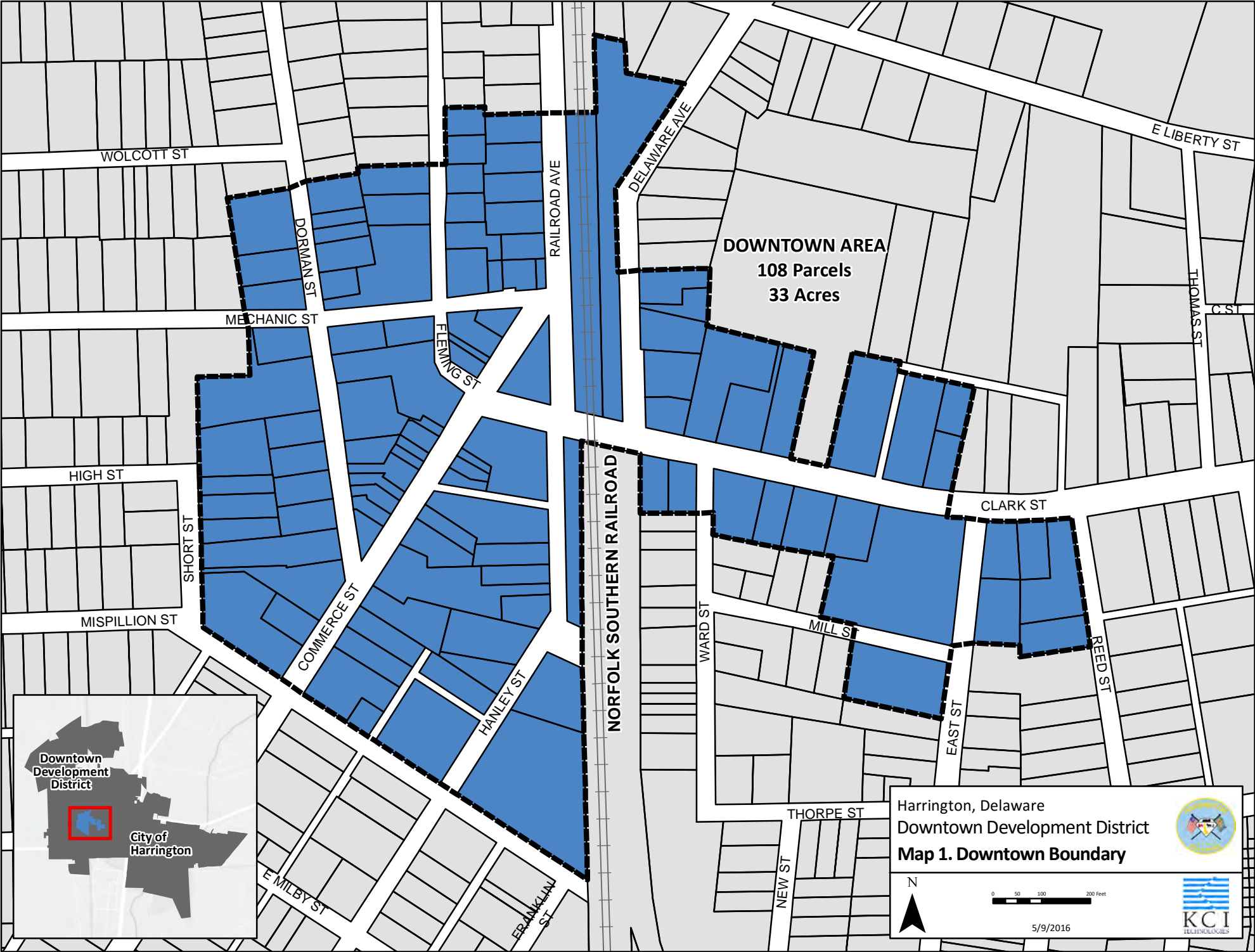
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Attachment No.	Title
1	Maps
2	Data
3	Letters of Support
4	Local Incentives
5	Miscellaneous
6	District Plan
7	City Council Resolution

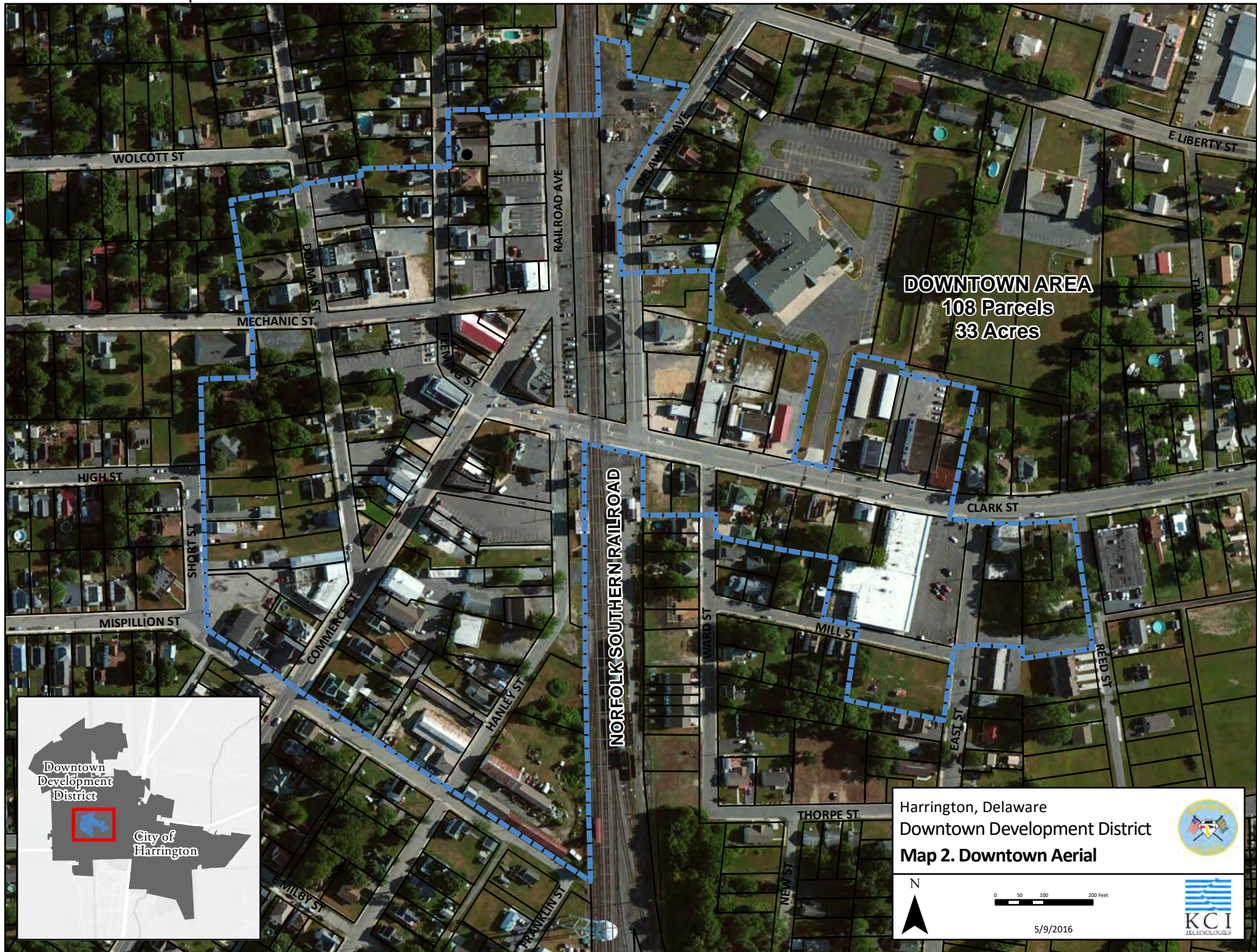
City of Harrington, Delaware  
Delaware Downtown Development District  
Application for Designation as a District  
Attachment No. 1 | Maps

Map No.	Title
1-A	Downtown Boundary
1-B	Downtown Aerial
1-C	Existing Land Use (from DDD Plan)
1-D	Current Land Use (from 2013 Comprehensive Plan)
1-E	Future Land Use (from 2013 Comprehensive Plan, 2015 Amendment)
1-F	Zoning
1-G	Priority Redevelopment Projects

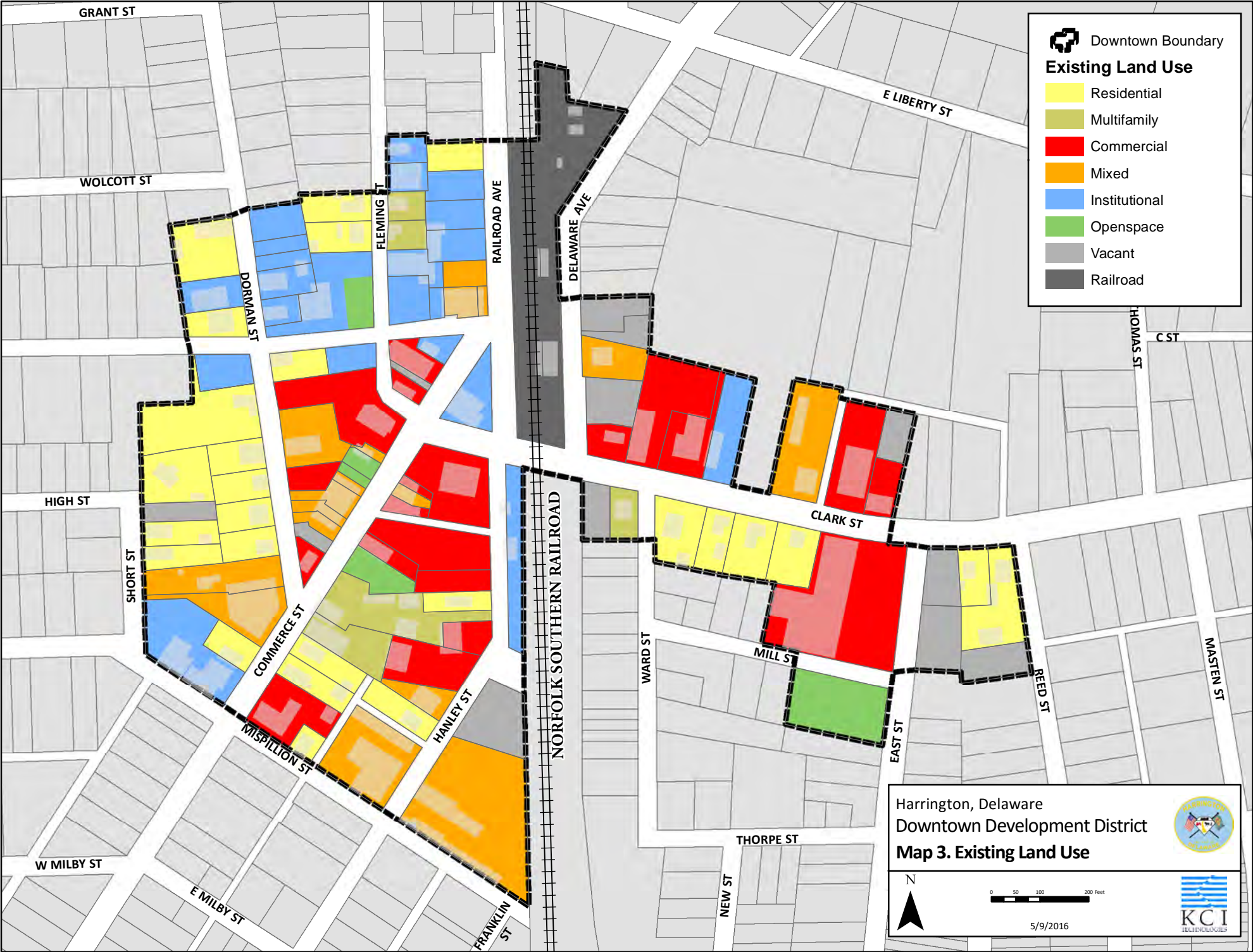
Attachment No. 1-A | Downtown Boundary



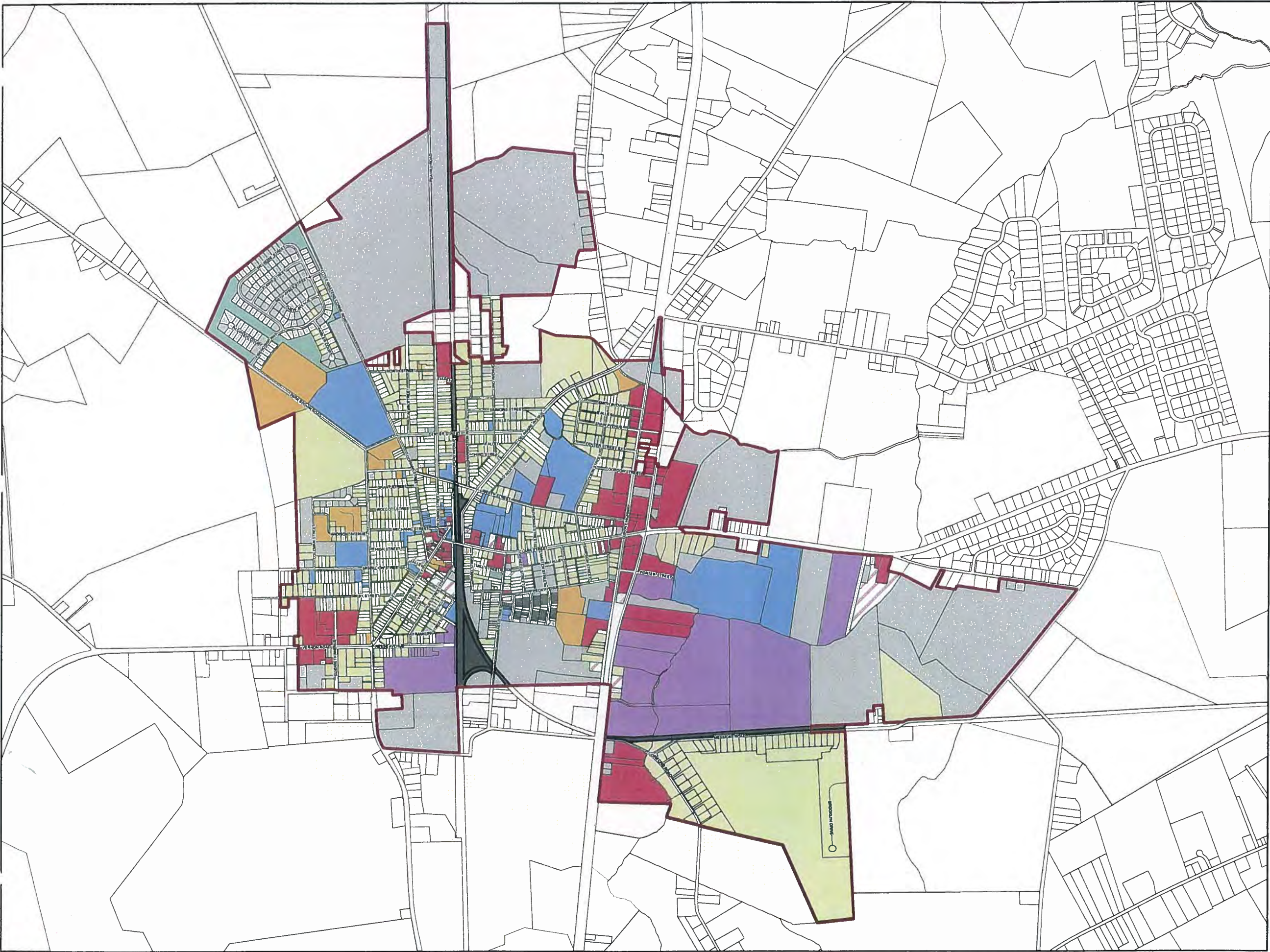












**Legend**

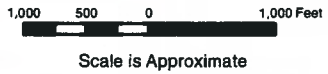
Harrington City Limits  
Parcel Boundary  
Roads

**Landuse**

**Current Land Use**

- Commercial
- Institutional
- Manufacturing
- Mixed Use
- Multi-Family
- Open Space
- Railroad
- Residential
- Vacant

DATA SOURCES:  
\* Municipal Boundary, Parcel Boundary - Delaware DataMIL, Updated by URS as approved by the City of Harrington, January 2010  
\* Roads - DelDOT Centerline File, Updated by URS as approved by the City of Harrington, January 2010  
\* Current Land Use - City of Harrington



**CURRENT LAND USE**  
**2012**

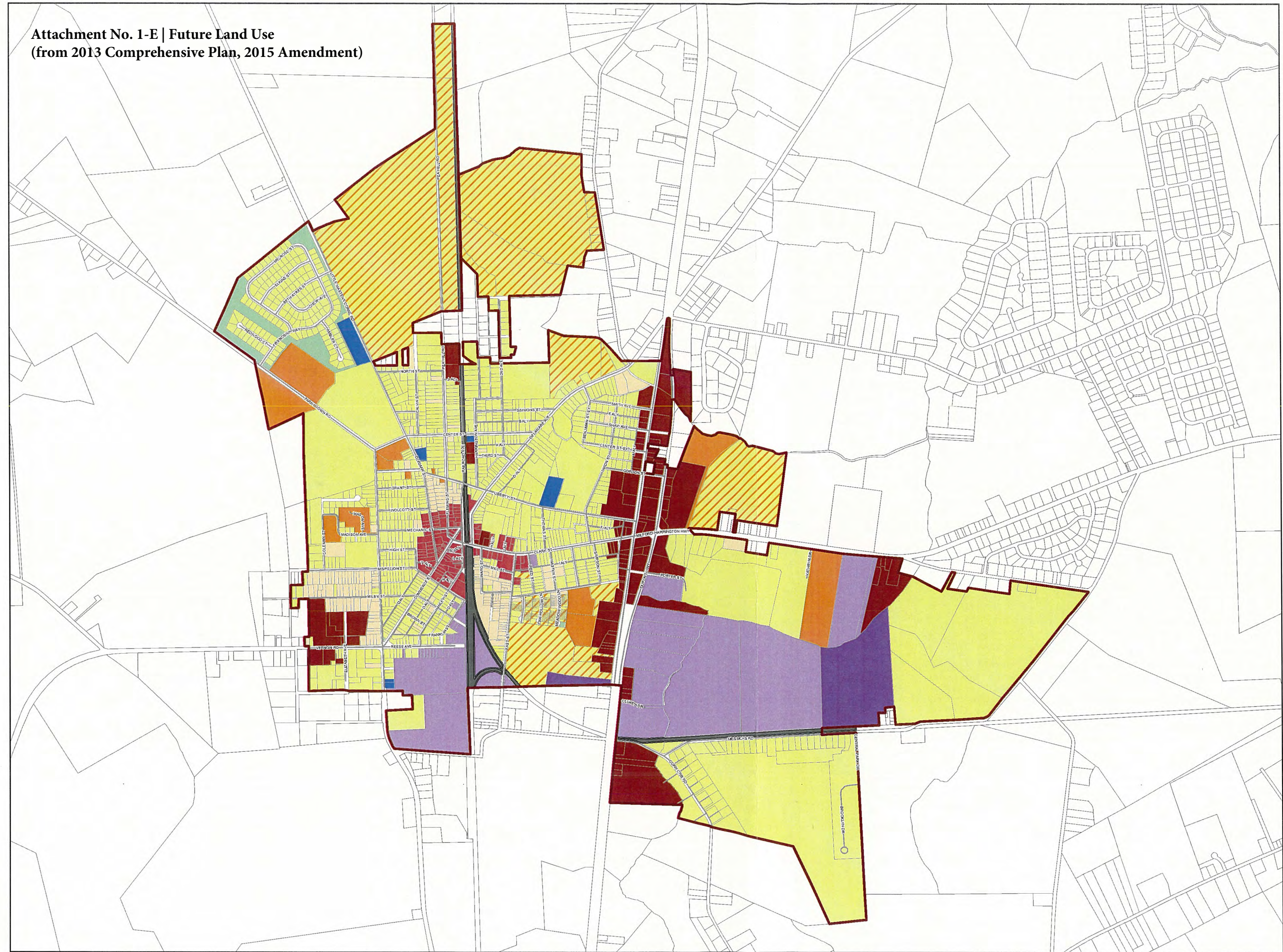
**CITY OF HARRINGTON**  
**COMPREHENSIVE PLAN**  
**2012**

**URS**  
Iron Hill Corporate Center  
Sabre Building Suite 300  
4051 Ogletown Road  
Newark, DE 19713

DATE	August 2012
FILE NUMBER	20711468
EXHIBIT	16



Attachment No. 1-E | Future Land Use  
(from 2013 Comprehensive Plan, 2015 Amendment)

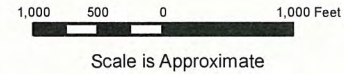


**Legend**

- Harrington City Limits
- Parcel Boundary
- Future Land Use**
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Mixed Residential
- Neighborhood Commercial
- Central Commercial
- Service Commercial
- Mixed Commercial
- Manufacturing
- Industrial
- Open Space
- Railroad

DATA SOURCES:  
\* Municipal Boundary, Parcel Boundary - Delaware DataMIL, Updated by URS as approved by the City of Harrington, January 2010  
\* Roads - DelDOT Centerline File, Updated by URS as approved by the City of Harrington, January 2010  
\* Future Land Use - City of Harrington

EXHIBIT 2



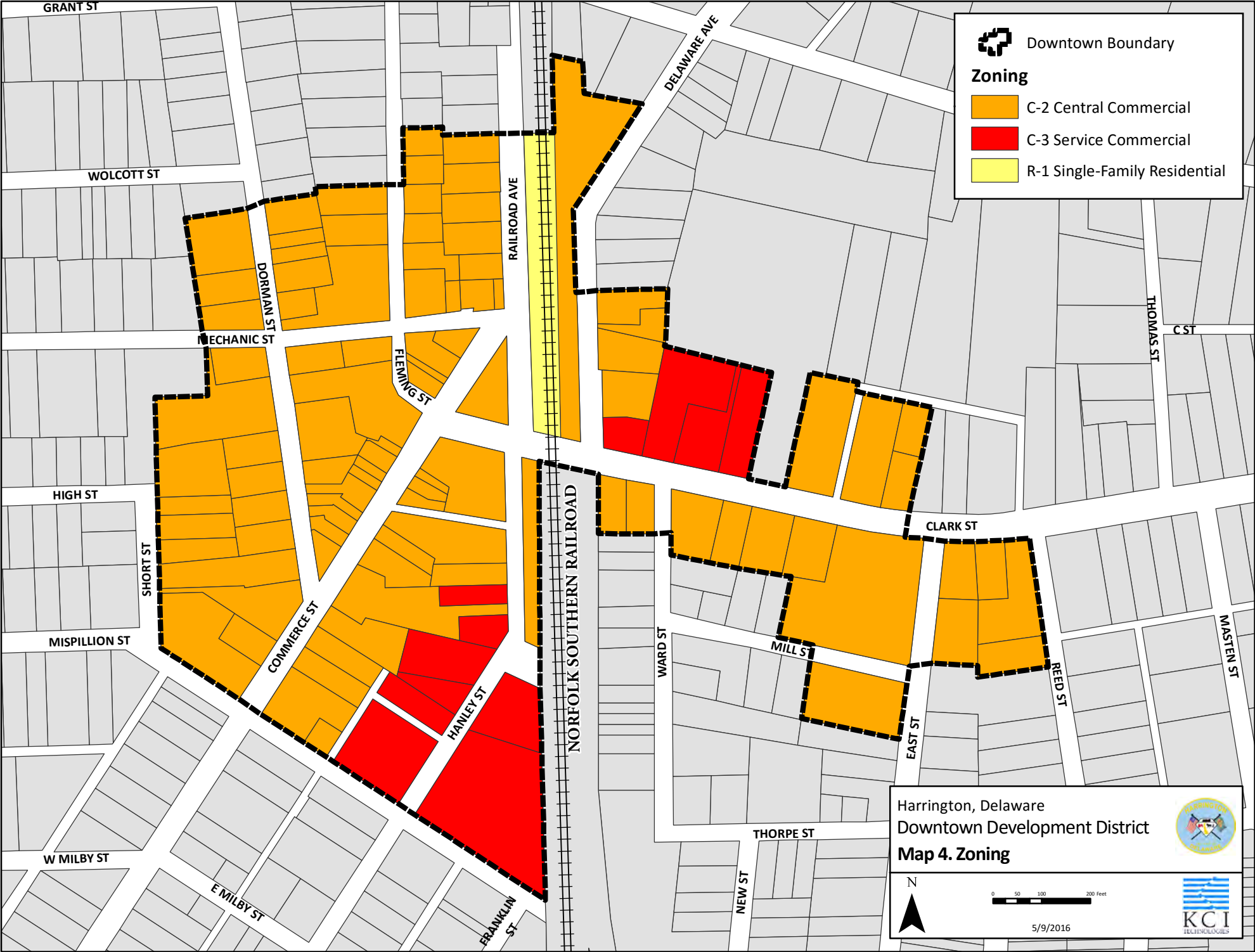
FUTURE  
LAND USE

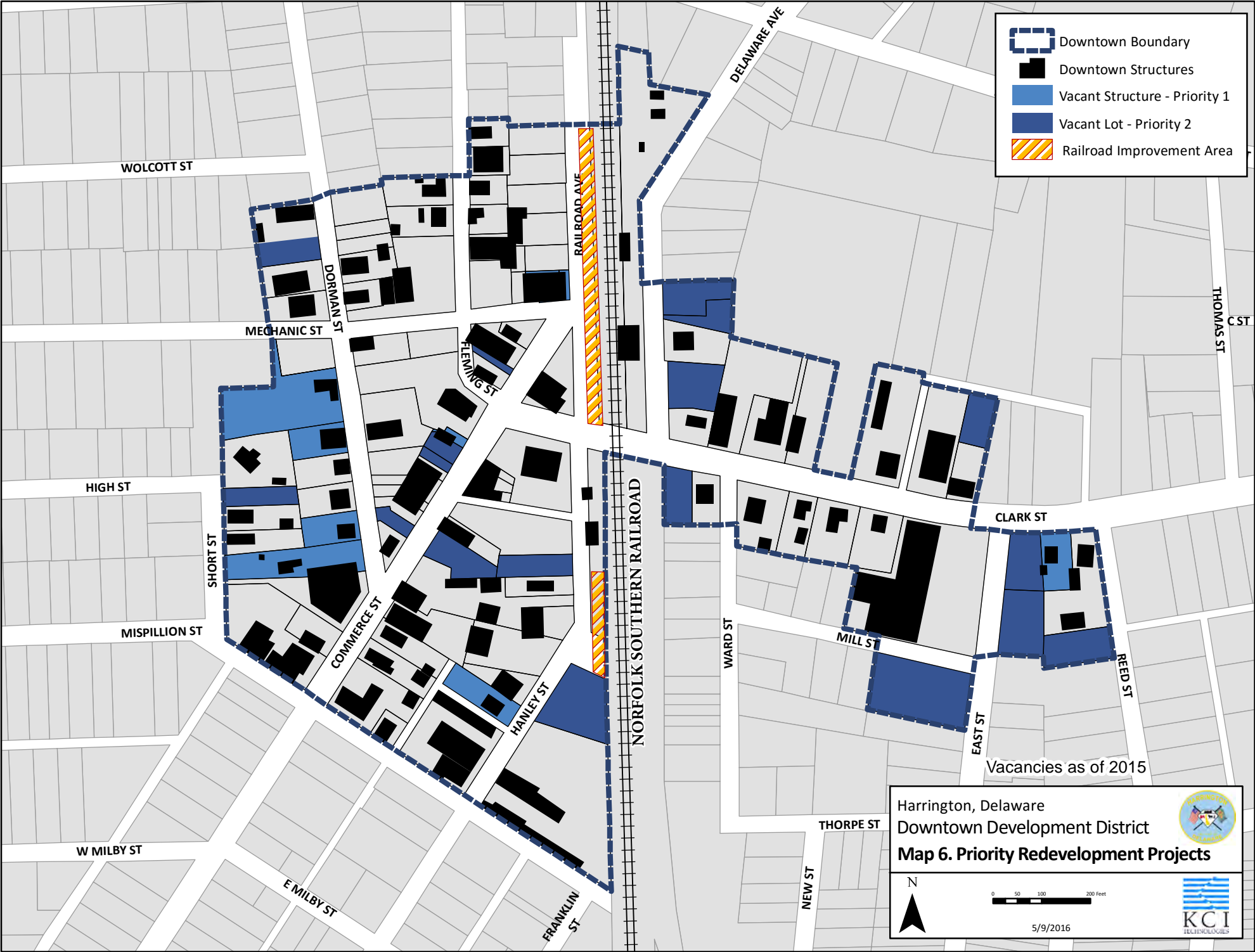
CITY OF HARRINGTON  
COMPREHENSIVE PLAN  
AMENDMENT 2015

**AECOM**  
Sabre Building, Suite 300  
4051 Ogletown Road,  
Newark, Delaware 19713  
T 302-781-5900 F 302-781-5901

DATE:	August 2015
FILE NUMBER:	20811464
EXHIBIT:	17







City of Harrington, Delaware  
Delaware Downtown Development District  
Application for Designation as a District  
Attachment No. 2 | Data

Attachment	Title
2-A	Census Data Spreadsheet
2-B	City Manager Memo: Demolished & Condemned Buildings
2-C	Chief of Police Memo: Incident Responses, 2014 – (April) 2016

## Attachment No. 2-A | Census Data Spreadsheet

### Downtown Development District Application Census Data Spreadsheet

Name of Town / City / County: City of Harrington

	City	Tract(s)	Block(s)
Total Population	3,562	5,226	554
Median Household Income	\$44,974	\$44,402	
Poverty Rate, All People	13.90%	12.20%	
% Housing Built 1949 or earlier	24.50%	19.20%	
% Homeownership	51.50%	62.10%	53.00%
% Rental	48.50%	37.90%	47.00%
% Vacant Housing Units	9.00%	7.90%	14.70%
Median Home Value	\$151,600	\$175,800	
% Low / Mod Income	31.84%	46.69%	

Census Tract (s) that include proposed District:					
430.00					

Census Blocks that most closely correspond to proposed District:					
1035	1036	1037	1041	1046	2034
2048	2049	2068	2071	2072	2073
2077	2079	2080	2081	2082	

*\*Figures from 2010 U.S. Decennial Census, 2006-2010 American Community Survey 5-Year Estimates, and HUD Exchange FY2015 LMI data.*



**TO:** DEBBIE PFEIL  
**FROM:** TERESA TIEMAN, CITY MANAGER  
**SUBJECT:** BUILDING PERMITS  
**DATE:** 05/25/16

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According to the City Building Permit files since 2005, three (3) commercial structures and one (1) single family home have been demolished within the Downtown Development District. They are listed below:

- 100 Delaware Avenue (6-09-170.20-05-02.00) formerly Café Milano
- 45 Clark Street (6-09-179.08-06-01.00) formerly a mixed use Church mission
- 21 Commerce Street (6-09-170.20-02-20.00) formerly Salvation Army Thrift Store
- 106 Delaware Avenue (6-09-170.20-05-04.00) formerly a Single Family Home

Another mixed use structure has recently been condemned on 19 Commerce Street (6-09-170.20-02-19.00) and will be scheduled for demolition in the near future.

The City is concerned if this structural demolition pattern continues, it will diminish opportunities for redevelopment and economic growth in the Downtown District. The end result will be an increase in vacant lots. Even more concerning, will be the loss of historic character and streetscape presence as well as overall Community vibrancy.

Please feel free to present this data throughout the Downtown Development District initiatives.

Sincerely,

Teresa Tieman  
City Manager  
City of Harrington  
106 Dorman Street  
Harrington, De. 19952  
Tel: 302-398-3530  
Fax: 302-398-4477  
[ttieman@cityofharrington.com](mailto:ttieman@cityofharrington.com)



# Harrington City Police

10 Mechanic Street  
Harrington, Delaware 19952

**Norman R. Barlow**  
**Chief of Police**

Phone 302-398-4493  
Fax 302-398-8947



*The Harrington Police Department researched incident responses located within the Downtown District from 2014 thru April 2016, these did not include any traffic incidents. Listed below are the total incident responses during that timeframe:*

2014	101 responses
2015	104 responses
2016	(end of April) 52 responses

*The Harrington Police Department prides itself on proactive policing by providing continual visibility throughout the Community and a concentrated effort in the Downtown District by organizing and providing several year round events in Freedom Park. The Police Department is located within the Downtown District and feels the need to contribute to the increased Community vitality. Vacant structures can lure homeless occupancy and increase criminal activities, this is not the direction the City wishes to go as shown in the investment of the Downtown Development District Plan. The State designation along with the City incentives and implementation tasks will allow the Downtown District to remain safe and alive for the Community. It will further present a sense of pride and belonging to the people, businesses and organizations of this Community.*

*Please feel free to present this data throughout the Downtown Development District initiatives.*

Thanks-

*Norman R Barlow*

City of Harrington, Delaware  
Delaware Downtown Development District  
Application for Designation as a District  
Attachment No. 3 | Letters of Support

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State Senator F. Gary Simpson, 18<sup>th</sup> District  
State Representative William R. “Bobby” Outten, 30<sup>th</sup> District  
James M. Callaway, Senior Lay Leader, Trinity United Methodist Church  
LeFeisha D. Cannon, MBA, Administrator, Power in Praise Ministries, Inc.  
Marie Gannon, OMG Collage  
Catherine D. McKay, President and CEO, Connections Community Support Programs  
Viva Poore, Treasurer, Harrington Historical Society  
Robert E. Price, Jr., Executive Director, Harrington Senior Center, Inc.  
Darrin Simpson, Blue Hen Construction

Combined Support Letter:  
Downtown Junction, 3 Commerce Street, Harrington  
Bowers Group LLC, 10 Commerce Street, Harrington  
The Clutter Box Antiques, 27A Commerce Street, Harrington  
Happy Tails Dog Grooming, 25 Commerce Street, Harrington  
Harry Marker LLC t/a Anchors Away, 29 Commerce Street, Harrington  
The Harrington Florist & Cakery, 24 Commerce Street, Harrington

**F. GARY SIMPSON**  
*Minority Leader*  
STATE SENATOR  
18<sup>TH</sup> District



COMMITTEES  
Agriculture  
Energy & Transit  
Ethics  
Executive  
Judiciary  
Legislative Council  
Permanent Rules  
Delaware Economic & Financial  
Advisory Council

May 6th, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

As the 18<sup>th</sup> District State Senator, I would like to recognize the City of Harrington for all the dedication and public involvement in preparing the Downtown Development District Plan and support the application for State designation. The Plan clearly states the vision, goals and objectives as well as a scheduled implementation plan to ensure the initiatives are being completed.

It is understood this plan was funded by the Neighborhood Building Blocks Fund grant and another City application is being completed for next fiscal year to complete several Downtown implementation items. Harrington has successfully taken advantage of available funding opportunities over the years and should be complimented on all the City wide initiatives as well as the Downtown Development District Plan development.

This Plan is very thorough and clearly a result based on input from the Task Force Members, Stakeholders, Community, City employees and City Planning Consultant. The Downtown District Plan promotes a walkable location for the Community to come together and enjoy several safe, family friendly events. I believe it is important and want this tradition to continue and pass along to the younger generation.

As your Senator for the 18<sup>th</sup> District, I support the City of Harrington Downtown Development District State designation application as well as your application for the Neighborhood Building Blocks Fund for Plan implementation. If you should need additional support during your implementation process, please contact me anytime.

Sincerely,

A handwritten signature in black ink, reading "F. Gary Simpson".

F. Gary Simpson  
18 District Senator



**WILLIAM R. OUTTEN**  
STATE REPRESENTATIVE  
30<sup>TH</sup> District



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

COMMITTEES  
Agriculture  
Corrections  
Judiciary  
Public Safety & Homeland Security  
Veterans Affairs

May, 2015

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, Delaware 19952

Dear Ms. Tieman:

*I am pleased to submit this letter of support on behalf of the City of Harrington in regard to the Downtown Development District Plan and application for State designation. The Plan clearly demonstrates the vision, goals and objectives that is being designed for the City of Harrington and outlines in detail the scheduled implementation of the plan to ensure that all initiatives are completed. I commend everyone that took part in this effort for their hard work and due diligence to reaching a conclusion and a plan suitable for the needs of the City of Harrington.*

*It is my understanding that this plan was funded by the Neighborhood Building Blocks Fund Grant. It is my further understanding that another City application is being completed for the next fiscal year to address several Downtown implementation items. This grant application will preserve the rich railroad heritage that is the City of Harrington. These plans will improve Railroad Avenue and Hanley Street while continuing to improve Main Street.*

*The City of Harrington promoted this plan by involving the public in the overall process and creating a sense of community action. I am very active in my hometown of Harrington and have participated in and enjoyed many activities and special events in the Downtown area for years. The Downtown District Plan promotes a safe, family inspired area that will allow citizens and visitors alike to attend events. I believe it is important that the City of Harrington continue this tradition for the present and future generations that will call this area home.*

*As the State Representative for the 30<sup>th</sup> District which includes the City of Harrington, I give my wholehearted support to the City of Harrington Downtown Development District State designation application. I look forward to working closely with the City of Harrington in the implementation of this effort.*

*If you have any questions regarding this matter, do not hesitate to contact me.*

Sincerely,

A handwritten signature in cursive script that reads "Bobby".

William R. "Bobby" Outten  
30<sup>th</sup> District  
State Representative

WRO/mmd



**Trinity United Methodist Church**

63 Commerce Street, Harrington, DE 19952  
Shannon Harris - Pastor

May 17, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

**RE: Letter of Support - Harrington Downtown Development District Plan**

Dear Ms. Tieman:

Trinity United Methodist Church is providing a Letter of Support for the City's application to obtain a State of Delaware's Downtown Development District designation.

I had the opportunity to serve on the City's Downtown Development District Task Force representing our pastor and with the approval and support of our administrative church council. I attended several meetings, participated in the *Walk Around Survey* and provided input to the Strengths – Weaknesses – Opportunity – Threats tool.

We support the goals laid out in the City of Harrington Downtown Development District Plan. These goals include a focus on following areas: Residential, Downtown, Natural and Cultural Resources, Appearance, Infrastructure, Transportation and Circulation, Parking, Events and Activities, Safety, and Young People.

Trinity UMC is located prominently in the targeted Downtown Development District. Built nearly 120 years ago, our church is historically significant as a cornerstone of the District. The church participates in community events such as parades, Harrington Heritage Day, concerts, meetings and more. Our parking lot is used by the public and provides convenience on occasions when other street parking and lots in the Downtown Districts are filled.

Trinity UMC, its pastor, administrative officers and congregation support the City's efforts to obtain the Downtown Development Designation. We plan to continue as participants in the efforts to improve the quality of life for our community and to revitalize our Downtown District. Thank you.

Sincerely,

James M. Callaway  
Senior Lay Leader, Trinity UMC





# POWER IN PRAISE MINISTRIES, INC.

*"But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses..." Acts 1:8*

Empowering People ♦ Impacting Communities ♦ Advancing the Kingdom

---

May 10, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

It is our pleasure to provide a letter in support of the City's application to State of Delaware for designation as a Downtown Development District. Our church, Power In Praise Ministries, Inc., has been a part of the Harrington community since 2006 and we are privileged to not only have witness efforts towards a better City, but also to have been a part of the transformation. The Downtown Development District Plan is designed to further facilitate commercial and residential improvements that are necessary to keep any city in America growing and relevant. With two properties located in the heart of Harrington on Clark Street, we hold a vested interest in seeing the City of Harrington flourish, and we assume ownership alongside the City in building a better Harrington.

The City's Downtown Development District Plan has established ten clearly-defined goals with objectives and strategies as to how they can be accomplished. All of these goals are essential to the growth and sustainability of the Downtown District and Goals 1, 2, 3, 4, 8, 9, and 10 specifically align with the mission, vision, and goals (past and present) for both our church, Power In Praise Ministries, Inc. and our non-profit organization currently in its infancy stages, Greater Harrington Community Development Corporation.

Activities and initiatives in the last twelve months alone reflect our commitment to the City of Harrington, and those who live, learn, and labor in it, including our high school diploma program, money management and credit counseling courses, food pantry program, and annual family fun day event where we gave away food, 200+ backpacks filled with school supplies and over 100 bikes to community youth, all for free. As an organization committed to the economic, physical, social, personal, and developmental growth of the Harrington Downtown Development District area and those who are a part of it, we are most assuredly in favor of the Downtown Development District Plan, its respective designation application, and the 2016 Neighborhood Building Blocks Fund Application to support Plan implementation.

Power In Praise Ministries, Inc. fully supports the City's efforts to obtain the Downtown Development Designation. We will continue to provide services to our community and be an active part in the initiatives and strategies put in motion to ensure the Downtown Development District Plan continues to be successful. We appreciate your support in having our voices be heard. My husband and I are both available should you need anything additional from us or the ministry.

Warmest regards,

LeFeisha D. Cannon, MBA  
Administrator, Power In Praise Ministries, Inc.  
14 Clark Street • Harrington, Delaware 19952  
27 Clark Street • Harrington, Delaware 19952



May 6, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

As an owner and stakeholder of a local antiques and accessories business located within the proposed Downtown Development District area, I would like to thank the City for the effort and initiatives with the Downtown Development District Plan. This is a positive movement for the success of the Downtown businesses moving forward to ensure we have a safe, walkable location for the Community to come together for events and activities.

As you are aware, I participated in the Community Open House Outreach Event and promoted the activities associated with the Plan. The City of Harrington Downtown Development District Plan includes ten defined Goals with a focus on these topics: Residential, Downtown, Natural and Cultural Resources, Appearance, Infrastructure, Transportation and Circulation, Parking, Events and Activities, Safety, and Young People. All of these are important to the vitality of the Downtown District and the continued success of the local businesses.

As the owner of OMG Collage and a business stakeholder located within the Harrington Downtown Development District area, I fully support the City of Harrington's:

- Downtown Development District Plan
- Downtown Development District State of Delaware designation application
- 2016 Neighborhood Building Blocks Fund Application for DDD Plan implementation

We look forward to continuing to be a part of the work as stated in the implementation Chapter of the Downtown Development District Plan and the Community.

Sincerely,

  
Marie Gannon  
OMG Collage



May 9, 2016

Ms. Teresa Tieman, City Manager  
City of Harrington  
106 Dorman Street  
Harrington, DE 19952

RE: Downtown Development District Application

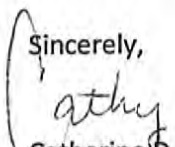
Dear Ms. Tieman:

It is with great enthusiasm that I write this letter on behalf of Connections Community Support Programs, Inc. in support of the City of Harrington's application to the State of Delaware for Downtown Development District designation.

Since the opening of our facility in Harrington, we have come to realize that we are much more than a service provider--we are now truly a member of the Harrington community. The relationship that has developed between the City and its residents and Connections has surpassed our expectation and we now realize that we are as much a part of the community as any resident or business. We were especially pleased that we were included in the Downtown Development District Task Force and were able to contribute to the planning of this application.

You have our full support in this application and you can be assured that we will continue to participate as an active part of the Harrington community. Please do not hesitate to reach out to me should there be a need for any additional support.

Sincerely,

  
Catherine D McKay  
President and CEO

500 WEST 10TH STREET ■ WILMINGTON, DE 19801 ■ [WWW.CONNECTIONSCSP.ORG](http://WWW.CONNECTIONSCSP.ORG)

May 3, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

The Harrington Historical Society is honored to provide a Letter of Support for the City's application to obtain a State of Delaware's Downtown Development District designation. As you are aware, I served on the City's Downtown Development District Task Force and attended all the meeting, participated in the Community Open House Outreach Event and promoted the activities associated with the Plan on behalf of the Harrington Historical Society.

The City of Harrington Downtown Development District Plan includes ten defined Goals with a focus on these topics: Residential, Downtown, Natural and Cultural Resources, Appearance, Infrastructure, Transportation and Circulation, Parking, Events and Activities, Safety, and Young People. All of these are important to the vitality of the Downtown District and the continued success of the Historical Society.

It is important to note that that Harrington Historical Society owns and maintains three areas in the City: Museum, Old Church and the Railroad Tower; all of which are located in the Downtown Development District Boundary. This will allow additional opportunities for funding to assist in maintaining and preserving these three locations.

The Harrington Historical Society worked diligently and was recently approved for the St. Stephen's Protestant Episcopal Church to be placed on the National Registry of Historic Places.

The Harrington Historical Society supports the City's efforts to obtain the Downtown Development Designation. We look forward to continuing to be a part of the work with the Priority Improvement Areas as stated in the implementation Chapter of the Downtown Development District Plan.

Sincerely,

A handwritten signature in cursive script, appearing to read "Viva Poore".

Viva Poore  
Treasurer, Historical Society



# *Harrington Senior Center, Inc.*

*Robert E. Price, Jr. - Executive Director*

*Over 40 Years of Serving Our Area's Most  
Precious Natural Resource, Our Seniors*

May 3, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

The Harrington Senior Center would like to support the City's application to obtain a State of Delaware's Downtown Development District designation. As you are aware, the Harrington Senior Center supported the initiative by hosting one of the City's Outreach events. We invited the City's project representatives to promote the project by attending our February Birthday Celebration luncheon. It was very well received and several of the Senior Center Members completed the Community survey on site with assistance from the project team.

The City of Harrington Downtown Development District Plan includes ten defined Goals with a focus on these topics: Residential, Downtown, Natural and Cultural Resources, Appearance, Infrastructure, Transportation and Circulation, Parking, Events and Activities, Safety, and Young People. As a former mayor, I realize all of these are important to the vitality of the Downtown District and the continued success of the Harrington Senior Center.

The Harrington Senior Center is located in the Downtown Development District Boundary. This will allow additional opportunities for funding to assist in maintaining and preserving the Senior Center.

The Harrington Senior Center applauds and supports the City's efforts to obtain the Downtown Development Designation. If you should have any questions, please contact me anytime.

Sincerely,

Robert E. Price, Jr.  
Executive Director

*102 Fleming Street  
Harrington, Delaware 19952  
302-398-4224*



May 9, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

The City of Harrington applied and was awarded a Neighborhood Building Blocks Fund grant last year to create a Downtown Development District (DDD) Plan. This project followed the initiatives set forth in Senate Bill Number 191 enacting the Downtown Development District Act. The Downtown Development District Act is intended to leverage state resources to spur private investment in commercial business districts and surrounding neighborhoods; to improve the commercial vitality of our downtowns; and to increase the number of residences for all walks of life in the downtowns and surrounding neighborhoods.

The City created and met frequently with a Downtown Development District Task Force, created the District boundary, facilitated two Outreach events, completed a Community survey, created the Plan, notified all property owners in the proposed District and presented the draft Plan at an open Community meeting.

**As a business stakeholder located within the Harrington Downtown Development District area, support the City of Harrington's:**

- Downtown Development District Plan
- Downtown Development District State of Delaware designation application
- 2016 Neighborhood Building Blocks Fund Application for DDD Plan implementation

My role as a business stakeholder is to support the activities and events held within the District, continue to provide services to the Community, remain active with the initiatives and continue to provide input in the planning process. As time permits, I am dedicated to helping with initiatives to ensure the Downtown remains and will continue to be successful.

Thank you for your continued support with the initiatives and incentives within the Downtown area.

Business Name (printed): Blue Hen Construction

Address: 1 Dorman St Harrington, DE 19952

Signature: 

Business Name (printed): \_\_\_\_\_

Address: \_\_\_\_\_ Harrington, DE 19952

Signature: \_\_\_\_\_

May 9, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

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**As a business stakeholder located within the Harrington Downtown Development District area, I support the City of Harrington's:**

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- Downtown Development District State of Delaware designation application
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My role as a business stakeholder is to support the activities and events held within the District, continue to provide services to the Community, remain active with the initiatives and continue to provide input in the planning process. As time permits, I am dedicated to helping with initiatives to ensure the Downtown remains and will continue to be successful.

Thank you for your continued support with the initiatives and incentives within the Downtown area.

Business Name (printed): Downtown Junction  
Address: 3 Commerce St Harrington, DE 19952  
Signature: 

Business Name (printed): BOWERS GROUP LLC  
Address: 10 COMMERCE ST Harrington, DE 19952  
Signature: 



Business Name (printed): The Clutter box Antiques  
Address: 27<sup>A</sup> Commerce ST. Harrington, DE 19952  
Signature: Jack Stewart

Business Name (printed): Happy Tails Dog Grooming  
Address: 25 Commerce Street Harrington, DE 19952  
Signature: Mary Deprene

Business Name (printed): Harry Marker LLC T/A Anchors  
Address: 29 Commerce ST Harrington, DE 19952  
Signature: Harry Marker *away*

Business Name (printed): THE HARRINGTON FLORIST & CAKERY  
Address: 24 Commerce St Harrington, DE 19952  
Signature: [Signature]

Business Name (printed): \_\_\_\_\_  
Address: \_\_\_\_\_ Harrington, DE 19952  
Signature: \_\_\_\_\_

Business Name (printed): \_\_\_\_\_  
Address: \_\_\_\_\_ Harrington, DE 19952  
Signature: \_\_\_\_\_



City of Harrington, Delaware  
Delaware Downtown Development District  
Application for Designation as a District  
Attachment No. 4 | Local Incentives

Ordinance No.	Title
07-01	An Ordinance Amending the 2005 Zoning Ordinance Relating to the Planning Commission, Site Plans, and Approval Processes
08-01	An Ordinance Relating to the Downtown Revitalization Tax Incentive Program
13-01	An Ordinance Amending Chapter 330, Sewers, of the Code of the City of Harrington Relating to Sewer Impact Fees
13-02	An Ordinance Amending Chapter 425, Water, of the Code of the City of Harrington Relating to Water Impact Fees
14-04	An Ordinance Amending Chapter 180, Municipal Fees, of the Code of the City of Harrington to Incorporate an Updated Fee Schedule
14-09	An Ordinance Amending Chapter 440, Zoning, of the Code of the City of Harrington to Increase the Time of the Extension that can be Granted on Site Plan Approvals
14-14	An Ordinance Amending Chapter 180 of the Code of the City of Harrington Relating to Municipal Fees for Water Usage
16-04	An Ordinance Amending Chapter 378, Taxation, of the Code of the City of Harrington Related to an Exemption from Realty Transfer Tax for First-Time Home Buyers
16-07	An Ordinance Adding Chapter 157, Economic Development and Redevelopment, to the Code of the City of Harrington

## **ORDINANCE NO. 07-01**

AN ORDINANCE AMENDING THE 2005 ZONING ORDINANCE RELATING TO THE PLANNING COMMISSION, SITE PLANS, AND APPROVAL PROCESSES

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARRINGTON IN COUNCIL MET:

**Section 1.** That the City of Harrington Zoning Ordinance is hereby amended by striking Article 18 in its entirety and inserting in lieu thereof the following:

### **ARTICLE 18 ADMINISTRATION**

#### **§ 1800. Planning Commission.**

- A. Establishment. There is hereby established a commission to be known as the "Planning Commission," hereinafter referred to as the "Commission."
- B. Membership; appointment; terms of office; removal from office.
  - (1) The Commission shall be comprised of five members, appointed by the Mayor, subject to the approval of the Town Council. Each of the members shall be at least 21 years of age, property owners in the City of Harrington and residents of the City of Harrington, with an interest in urban and rural planning and development.
  - (2) Members of the Planning Commission shall be appointed for a term of three years; provided, however, that upon the original appointments, all members of the previously constituted Planning Commission shall be appointed for the remainder of their current terms. All members shall be eligible for reappointment.
  - (3) Any member of the Planning Commission may be removed by a majority vote of the Mayor and Town Council for inefficiency, neglect of duty or malfeasance in office.
- C. Chairman; vacancies. The Chairman of the Commission shall be elected from the members of the Commission by a majority of such members. Any vacancy, which may occur on the Commission, shall not affect its powers or functions, but shall be filled in the same manner in which the original appointment was made.
- D. Salaries and compensation. The members of the Commission shall serve without compensation, but they shall be reimbursed within a budget approved by the Town Council for travel, subsistence and other necessary expenses incurred by them in the performance of their duties vested in the Commission.

- E. Powers and duties. The Commission shall have all of the powers, duties and responsibilities provided for in the laws of the State of Delaware, Ordinances of the City of Harrington, and other powers, duties and responsibilities as assigned by the Mayor and Town Council.
- F. Meetings; quorum.
- (1) The Commission shall hold regular monthly meetings, the dates to be determined by the Commission; provided, however, that nothing shall prohibit the Commission from holding additional meetings.
  - (2) For the conduct of any meeting or hearing, a quorum shall not be less than three members.
  - (3) A majority vote of the members present and voting shall be required to take any action on questions brought before the Commission.
- G. Consultation with outside sources. In carrying out its duties, the Commission shall seek the advice of various groups with interest in matters of concern to the Commission, including but not limited to federal, state and county governments, public and private organizations and civic groups working in the field of municipal planning issues.
- H. Contracts. The Commission is not authorized to enter into any contract or agreement with any public or private organization, but shall recommend such course of action to the Town Council in order to carry out its assigned tasks.

**§ 1801. Other duties of the Planning Commission.**

The City Council may at its discretion, assign other duties to the Planning Commission.

**§ 1802. Amendment to provisions by City Council.**

The City Council may, from time to time, amend, supplement or change by ordinance the boundaries of the districts or the regulations of this chapter. Any such amendment may be initiated by resolution of the City Council or by motion of the Planning Commission, or by petition of any property owner addressed to the City Council. Petitions for change or amendment shall be on forms and filed in a manner prescribed by the Planning Commission.

**§ 1803. Recommendation of Commission regarding amendment.**

Before taking any action on any proposed amendment, supplement or

change, the City Council may submit the same to the Planning Commission for its recommendations and report. Failure of the commission to report within 15 days after the proposal has been referred to the Planning Commission shall be deemed a recommendation of approval.

**§ 1804. Public hearing.**

- A. The Planning Commission may hold a public hearing on any proposed amendment, supplement or change before submitting its report to the City Council and for this purpose may request the submission of all pertinent data and information by any person concerned.
- B. Before acting on any report by the Planning Commission concerning a proposed amendment, supplement or change the City Council shall hold a public hearing thereon.

**§ 1805. Denial of petition; reconsideration.**

Whenever a petition requesting an amendment, supplement or change has been denied by the City Council, such petition, or one substantially similar, shall not be reconsidered sooner than six months after the previous denial.

**§ 1806. Uses requiring site plans.**

Site plans are required to assure good arrangement and appearance of new development; ensure harmony with existing structures; assure consistency with the City's adopted building and site design standards, the Comprehensive Plan and the City of Harrington Design and Construction Standards; to provide an understanding of the impacts of proposed development on public facilities and services and ensure the availability and adequacy of the same; and to otherwise meet the purposes of this chapter.

- A. Category A site plans. Site plans for the following major uses, including new construction, or the relocation of a building, not otherwise subject to separate procedures, shall be subject to review by the Planning Commission and shall be called Category A site plans:
  - (1) Business and office buildings, commercial buildings or industrial buildings.
  - (2) Business and professional complexes.
  - (3) Churches, temples and synagogues.
  - (4) Government buildings of all types.

- (5) Hotel, motel or motor lodges.
- (6) Multiple-family dwellings containing more than two dwelling units or forming a part of a multiple-dwelling development of two or more buildings.
- (7) Townhouses.
- (8) Education or institutional buildings.

B. Category B site plans.

- (1) Single-family detached dwellings, two-dwelling units and rehabilitation projects are Category B Site Plans and require administrative review as provided for in § 1812.
- (2) Additions as deemed necessary by the City Operations Manager.
- (3) Change of use.
  - (a) Structures changing the existing use to another permitted use in any zoning district will require an approval from the City of Harrington prior to any renovations or remodeling.
  - (b) Change of use site plans that do not require waivers, special exceptions and/or variances shall be submitted for review to the City Operations Manager; all others must go through the Category A review process of § 1808.
  - (c) The City may establish additional requirements for the change of use review based on the increase in services and/or outside agency approvals.
- (4) Minor subdivisions of three lots or less, lot line adjustments and conversion of existing deeded lots to parcels shall be reviewed administratively per § 1812.

**§1807. Site plan processing procedures.**

The Planning Commission's site plan processing procedures for Category A site plans are set forth in § 1808. Administrative review procedures for Category B site plans and other plans are set forth in § 1812.

- A. The City Operations Manager shall establish appropriate procedures, checklists and application forms necessary to ensure the timely and proper review and processing of site plans consistent with this chapter. The City Operations



Manager shall establish the number and acceptable format for the various types of plans submitted for review under this chapter.

- B. Procedures and application forms shall be made available at City Hall. Procedures may be modified from time to time upon approval of the Operations Manager.

**§ 1808. Category A site plan processing procedures.**

There are three primary stages in the Category A site plan process: concept, preliminary and final.

- A. Concept stage: The purpose of the concept stage is to provide the Planning Commission with the opportunity to informally review a development proposal prior to the substantial commitment of time and expense on the part of the applicant in preparing a site plan.
  - (1) No application for Category A site plan approval shall be accepted by the City until:
    - (a) A concept site plan package as provided for in § 1809 is submitted for review by the City Operations Manager.
    - (b) Any required concept plan review fees have been paid.
    - (c) The steps for concept site plan review as established by the City Operations Manager are completed.
  - (2) The City Operations Manager shall review the concept site plan package for completeness and shall refer it to the appropriate individuals or agencies for review, comment and/or approval prior to submitting it to the Planning Commission.
  - (3) The applicant for site plan approval shall attend a meeting with the Operations Manager prior to submitting the concept plan to the Planning Commission. Consistent with the purpose of site plan review as set forth in § 1806, the purpose of the meeting shall be to provide the City with an opportunity to address issues or concerns with the concept plan, identify any impact studies that may be required and provide direction to the applicant on the scope of such studies.
  - (4) The Planning Commission shall hold one meeting on the concept plan to receive an informational briefing on the plan and the anticipated issues and impacts related

thereto. The Planning Commission shall take no action to approve or disapprove a concept plan. Should the Planning Commission determine that the development project represented by the concept plan may have substantial impact on the physical, economic or social environment, the Planning Commission may hold more than one meeting on the concept plan.

- (5) For all Category A site plans submitted for review, the City Operations Manager shall:
  - (a) Submit written notice to the applicant by first class mail, such to be postmarked at least fourteen days before the day of the meeting to discuss the concept site plan.
  - (b) Shall submit to the applicant a list of all owners of property adjoining and immediately across the street from the subject property. The applicant shall submit written notice to all owners of property adjoining and immediately across the street from the subject property. Such written notice shall state the date, time, place and subject matter of the meeting to discuss the concept site plan and the name of the applicant. Such notice shall be sent by first class mail and postmarked not less than seven days before the day of the meeting.
- (6) If applicable, each applicant shall address the Planning Commission's comments during conceptual review and submit to the State for PLUS review, if applicable.
- (7) Prior to acceptance of a preliminary site plan for review, the applicant shall provide the Operations Manager with the formal comments from the Delaware Office of State Planning Coordination Preliminary Land Use Service (PLUS), if applicable.

B. Preliminary stage. The purpose of the preliminary stage is to provide the Planning Commission with the information necessary for it to take action to approve or disapprove a site plan. The Planning Commission shall review and take action to approve or deny all Category A site plans.

- (1) Preliminary site plans meeting the submittal requirements of § 1810 shall be submitted to the City Operations Manager who shall review the plans for compliance with these regulations and the requirements for preliminary site plans and shall transmit said plans to the Planning Commission with his or her comments for

review.

- (2) The Planning Commission shall examine the proposed development with respect to the traffic and circulation patterns and safety (internal and external), utilities, drainage, community facilities (existing or proposed), surrounding development (existing or future), the preservation of trees and historic sites, protection of natural environmental features and processes, provision for open space, street lighting, recreational needs, safety of residents and neighbors, landscaping, architecture, compatibility with City of Harrington building site and design standards and, in general, with the objective of ensuring a durable, harmonious and appropriate use of the land.
  - (3) The Planning Commission shall take action to approve, approve with conditions, disapprove or table pending further investigation and/or receipt of certain additional information, but shall take no action until the following has occurred:
    - (a) The City Operations Manager has reviewed the site plan and determined that it is complete and submitted its findings in writing to the Planning Commission.
    - (b) The applicant has submitted any impact studies that may be required by § 1812.2 and has obtained City approval of such required studies.
    - (c) Comments on the site plan from appropriate agencies and individuals have been requested and sufficient time has been provided for such agencies and individuals to provide comments.
    - (d) The applicant has paid all appropriate preliminary site plan review and application fees to the City.
  - (4) No public hearing shall be required but may be called at the option of the Planning Commission.
- C. Final stage: The purpose of the final stage is to ensure that all submittal requirements of final site plans as set forth in § 1808 are specifically and accurately addressed, to ensure that all conditions of the Planning Commission's recommendations and City Council's approval are specifically and accurately met and to finalize any and all necessary formal agreements related to the project which may include public works agreements, and easement agreements, among others.

- (1) Final site plan approval shall be granted prior to the commencement of any development activity.
  - (2) Final site plans shall be submitted to the City Operations Manager who shall review the plans for compliance with these regulations and the conditions, if any, of Planning Commission approval. If specified conditions or stipulations are met in revised plans, the City Operations Manager shall approve issuance of building permits in accord with the revision without returning the plans for further Planning Commission review.
  - (3) When all review and approvals have been completed and documentation of such approvals provided to the City Operations Manager, he/she shall sign the site plan to indicate completion of review and approval by the City and to certify that conditions, if any, of site plan approval have been met. The applicant shall submit all local, county, state and/or federal approvals as may be required. No permit shall be issued until this approval has been given.
  - (4) When a public works agreement is required, the City Operations Manager may not certify final approval of a site plan until that public works agreement has been executed by the applicant and the City.
- D. The City Operations Manager shall assure that the project is completed in conformance with the approved site plan before issuing an occupancy permit.
- E. Before the City issues an occupancy permit, either all the work must be completed or, in the City's discretion, all remaining work must be bonded.

**§ 1809. Contents of concept plan submittals.**

The concept site plan package shall meet the requirements as to content and organization as may be established by the City Operations Manager and at minimum shall include the following:

- A. Project concept plan: a scaled drawing showing the proposed development on a survey of the project boundaries. It shall show the project layout, proposed and existing land uses, open spaces, circulation routes and points of access to the adjacent street network, and main design features. If phasing is proposed, a master plan for entire project shall be shown. Drawings shall be 24 inches by 36 inches. Scale shall be no less detailed than one inch equals 100 feet and shall show



adjacent streets and adjacent property owners. A vicinity map at a scale no less detailed than one inch equals 1,000 feet shall be included which shows the location with respect to neighborhood streets. Typical architectural elevations shall be to be included.

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

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

- (1) Site data summary chart: Tax Map and parcel number, zoning classification, proposed zoning, allowable density, proposed density, total site area, flood zone, wetlands (state and federal), number of proposed lots, number of proposed units and types, availability of utilities, zoning setback requirements, zoning lot size requirements, maximum building height allowed by zoning, open space required by zoning, and proposed open space, use of open space, parking required by zoning and proposed parking. Provide breakdown for each phase or land use as appropriate.
- (2) Land use overview: provide narrative of existing site conditions and provide legible copy of Kent County soil map with outline of property sketched on it. Describe existing context and highlight any issues regarding marginal siting conditions, including topography, hydric soils, existing drainage patterns, standing water,



culverts, ditches, wetlands or sensitive areas.

- (3) Harrington Land Use Plan compliance: provide narrative of designated land use and how project will be consistent with the Land Use Plan and building and design standards as appropriate.
- (4) Traffic access overview: provide narrative of existing roads, lanes, width, material, condition, curb, sidewalk and off-site improvements needed to accommodate the project. If project is known to require a DelDOT traffic study, provide summary information and study schedule.
- (5) Utility demands and services overview: provide narrative of sanitary sewer, public water, gas, electric, cable and describe any off-site improvements needed. If privately owned and maintained facilities or open spaces are proposed, provide sample covenants clause and describe management structure.
- (6) Storm water management overview: provide narrative of types of conveyance and management and a summary of any off-site improvements needed.
- (7) Construction phasing overview: provide narrative of time of construction and estimate the number of anticipated building permits per year.
- (8) Economic impact: provide narrative of anticipated construction cost of infrastructure and buildings, fees and dedications. Discuss estimated building permit fees, transfer fees, impact fees, tax revenues, employment opportunities and tax assessments.
- (9) Architectural theme: provide illustrations and/or narrative of overall design concepts.
- (10) Provide narrative of recreational needs and opportunities.
- (11) Attach ability to serve letters: provide letters from utility providers other than City of Harrington (power, gas, communications, emergency, fire and ambulance).
- (12) Provide copy of letter of notification to local school board for residential developments.

#### **§ 1810. Contents of preliminary site plan.**

The applicant is responsible for preparing the preliminary site plan. The preliminary site plan shall be submitted as a multiple

sheet document with drawings on sheets no larger than 24 inches by 36 inches and at scales no less detailed than 1 inch equal to 100 feet. Submittals shall meet specific technical requirements set forth in the City of Harrington Construction Standards.

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

- (1) Title sheet.
- (2) Record plat(s) (see requirements for subdivision record plats).
- (3) G-1 general sheet (general notes, site data notes, etc.).
- (4) Key plan and overview plan (for large projects with multiple sheets).
- (5) Site and grading plans horizontal (conforming to requirements for construction improvement plans).
- (6) Utility plans horizontal conforming to requirements for construction improvements plans. (For scale of one inch equals 20 feet grading and utilities may be combined on same drawing. For scale of one inch equals 30 feet or one inch equals 40 feet, provide separate drawings for grading and utilities where needed for clarity).
- (7) Sediment and storm water management plans to include horizontal location, contours, inflow pipes, outfall, amenities, paths, buffers and forestation areas, if applicable.
- (8) Preliminary street and storm drain profiles, cross section for streets and curbing.
- (9) Site details to include, where applicable, curb, sidewalk, handicap ramp, fence, lamppost, light fixture, signs, catch basins, bike paths, crosswalks, medians and any special structures such as retaining walls or concrete pavers.
- (10) Utility profiles, sewer and force main (may be left blank for preliminary plan submittal).
- (11) Pump station details, if applicable (may be left blank for preliminary plan submittal).

- (12) Sewer and water details using City of Harrington standards where applicable and available (may be left blank for preliminary plan submittal).
  - (13) Landscape and lighting plan with signage locations and details.
  - (14) Architectural elevations (all sides); 24 inches by 36 inches by registered architect.
  - (15) Electrical/mechanical where applicable (may be left blank for preliminary plan submittal).
  - (16) Copy of itemized letter to Office of State Planning addressing all the PLUS comments, if applicable.
  - (17) Copy of PLUS comments from the Office of State Planning, if applicable.
- B. The preliminary site plan shall show the North point, scale, date and the following:
- (1) The seal and signature of a registered Delaware land surveyor and/or the seal and signature of licensed engineer and/or the seal and signature of a registered architect as appropriate.
  - (2) Revision block on each sheet to accurately disclose any drawing revisions made after the first submittal for preliminary plan review.
  - (3) A key and overview plan for multistage projects.
  - (4) Geographical location, showing existing zoning district boundaries.
  - (5) Existing and proposed changes in zoning classification on the site and adjacent sites.
  - (6) Topographic contours at a minimum of one-half-foot intervals unless waived by the City Operations Manager as clearly unnecessary to review the project or proposal.
  - (7) The location and nature of all proposed construction, excavation or grading, including but not limited to building, streets and utilities.
  - (8) A grading plan (horizontal) conforming to requirements of a construction improvement plan set forth in the City

of Harrington Design and Construction Standards. Proposed grading, if required, shall be indicated by one-foot contours and supplemental spot elevations.

- (9) A utility plan (horizontal) conforming to requirements of a construction improvement plan set forth in the City of Harrington Design and Construction Standards. It shall show all existing and proposed water and sanitary sewer facilities, indicating all pipe sizes, types and grades, and the location of all connections to the utility system.
- (10) Where deemed appropriate and necessary by the City Engineer, provisions for the adequate disposition of natural and storm water, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system, and on-site water retention.
- (11) Where deemed appropriate and necessary by the City Engineer, provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction.
- (12) A landscape and lighting plan, including location and details of signage.
- (13) A parking plan, showing all off-street parking, related driveways, loading spaces and walkways, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required by this chapter.
- (14) Architectural elevations in color, including at least one presentation board of no smaller than 24 inches by 36 inches.
- (15) Preliminary street profiles and cross sections for streets and curbing. All existing and proposed streets and easements, including widths.
- (16) Approximate location of point of ingress and egress to existing public highways; if ingress or egress is onto a state-maintained roadway, an accompanying letter from the Department of Transportation indicating preliminary approval shall be required.
- (17) All existing easements of any kind. If easements are to be granted, a separate easement plat.



- (18) The number of construction phases proposed, if any, with the site plan showing the approximate boundaries of each phase, and the proposed completion date of each phase.
- (19) A tabulation of total number of acres in the project, gross or net, as required in the district regulations, and the percentage thereof proposed to be devoted to the several dwelling types, commercial uses, other nonresidential uses, off-street parking, streets, parks, schools and other reservations.
- (20) Number of dwelling units to be included by type of housing: apartments of three stories and under; apartments over three stories; single-family dwellings; townhouses; and two-family dwellings. The overall project density in dwelling units per acre, gross or net, as required by district regulations.
- (21) Proposed buildings and structures with dimensions, setbacks and heights designated including floor areas of all nonresidential buildings and the proposed use of each.
- (22) Approximate location and size of nonresidential areas, if any (parking areas, loading areas or other).
- (23) Approximate location and size of recreational areas and other open spaces.
- (24) Existing vegetation, proposed removal of vegetation and proposed replacement of vegetation.
- (25) Location, type, size and height of fencing, retaining walls and screen planting.
- (26) Location, orientation, design and size of signs, if any.
- (27) The Planning Commission may establish additional requirements for preliminary site plans, and may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper decision on the project.

**§ 1811. Contents of final site plan.**

The applicant is responsible for preparing the final site plan. The final site plan shall comply with all existing laws, regulations and ordinances governing the approval of site plans and provide sufficiently accurate dimensions and construction specifications to provide the data necessary for the issuance of construction permits.

- A. In addition to meeting the submittal requirements of a preliminary site plan, final site plan shall meet all specific plan submittal requirements of Section \_\_\_\_\_ of City of Harrington Construction Standards and all applicable engineering details set forth in City of Harrington Construction Standards.
- B. Submittals shall demonstrate compliance with any conditions of site plan approval and shall include all necessary approvals from any local, county, state and federal agency.
- C. As a condition of site plan approval, the Planning Commission may establish additional submittal requirements for a final site plan, and may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper decision on the project.
- D. Final site plans submittals shall adhere to the order of plan sheets required under § 1810B with any additional required details and plan drawings inserted into the order prescribed by the City Engineer.

**§ 1812. Administrative plan review procedures.**

Administrative plan review is for projects with relatively minor impact, which require less information than for Category A site plans and can be reviewed and approved in a shorter time. In administrative plan review, the City Operations Manager is the approving authority. Administrative plan review is required for Category B site plans, change of use plans, minor subdivisions of three lots or less, lot line adjustments and conversion of existing deeded lots to parcels.

- A. No application for administrative plan approval shall be accepted by the City until:
  - (1) A plan in compliance with in § 1812.1 is submitted for review by the City Operations Manager.
  - (2) Any required concept plan review fees have been paid.
- B. Plans requiring administrative review shall be submitted to the City Operations Manager who shall review the plans for compliance with these regulations. If the City Operations Manager finds that such plans meet the intent of this chapter and are consistent with the Comprehensive Plan, then the City Operations Manager shall affix his/her signature on the plan(s) certifying approval. If the City Operations Manager finds that the plan does not meet the intent of this chapter and/or is not consistent with the Comprehensive Plan, then

the City Operations Manager shall deny approval and transmit that decision in writing to the applicant.

- C. The City Operations Manager shall not take action to approve or deny a plan requiring administrative review until the following has occurred:
  - (1) He/She has reviewed the plan and determined that it is complete as provided in § 1812.1.
  - (2) The applicant has submitted any impact studies that may be required by § 1812.2 and has obtained City approval of such required studies.
  - (3) Comments on the plan from appropriate agencies and individuals have been requested and sufficient time has been provided for such agencies and individuals to provide comments.
  - (4) The applicant has submitted all local, county, state and/or federal approvals as may be required.
- D. The City Operations Manager shall act to approve or disapprove and shall promptly transmit his/her decision in writing to the applicant.
- E. Any person aggrieved by an administrative plan review decision and desiring to appeal such decision must appeal to the Board of Adjustment.

**§ 1812.1. Contents of plans for administrative review.**

Plans for administrative review shall comply with all existing laws, regulations and ordinances governing development approval and provide sufficiently accurate dimensions and construction specifications to provide the data necessary for the issuance of construction permits. The plan shall show the North point, a scale not to exceed one inch equals 40 feet, the date, and the following:

- A. Plan shall show the seal and signature of a registered Delaware land surveyor or licensed engineer as appropriate.
- B. All existing property lines with dimensions.
- C. If converting an existing deeded lot to a new parcel, old lot lines with dimensions and numbers shall be shown.
- D. If proposing a minor subdivision or lot line adjustment, proposed lot lines with dimensions shall be shown.

- E. All setbacks lines.
- F. All existing structures (dimensions, total square footage, distance from property lines).
- G. Zoning classification (property and adjoining properties).
- H. Reference deed book/page and plat/book page.
- I. Proposed signs, if applicable.
- J. Proposed building elevations of all sides visible from the public right-of-way, if applicable.
- K. Proposed landscaping, if applicable.
- L. All existing and proposed driveway/parking spaces/interior roadway areas and dimensions, if applicable.
- M. For a change of use and/or addition, interior layout with dimensions to include existing and proposed uses.
- N. Adjacent street names and alleys, if applicable.
- O. Revision table specifying dates for submittals and revisions.
- P. Other information as may be required by the City Operations Manager or City Engineer to adequately review the plan.
- Q. Sanitary sewer, public water and storm drain locations, including the location of all lines and tie-ins.
- R. Kent County tax parcel number.
- S. All existing and proposed easements and rights-of-way, if applicable.

**§ 1812.2. Impact studies may be required.**

- A. As provided for in the City of Harrington Construction Standards, impact studies may be required and shall be submitted with the Category A preliminary site plan or administrative review plan as may be appropriate.
- B. The City shall review impact studies as part of its plan review procedures to determine the nature and extent of off-site impacts of the proposed development.
- C. If impact studies plans are determined to be required, no site plan shall be submitted to the Planning Commission for action prior to studies being completed to the satisfaction



of the City Operations Manager, City Engineer or other appropriate city official.

**§ 1812.3. Amendment of approved site plan.**

Amendments to an approved site plan shall be submitted to the City with an appropriate application. The City Operations Manager shall determine at that time the appropriate fee amount and payment schedule, if any, which shall apply.

- A. The City Operations Manager or his/her designee shall determine if the modification is major or minor. A "minor modification" is a modification that does not change the intensity of the use or alter the traffic pattern. A "major modification" is a modification that changes the intensity of the use or alters the traffic pattern.
- B. If the site plan to be modified is a Category A site plan and the modification is determined to be major, the applicant shall submit new drawings to the City Operations Manager, who shall distribute the drawings to the appropriate agencies or individuals for comment. Obtaining agency approvals other than the City of Harrington shall be the responsibility of the applicant. The proposed modification shall be approved or denied by the Planning Commission.
- C. If the site plan to be modified is a Category B site plan and/or the modification is determined to be minor, the applicant shall indicate the change on the previously approved plan and submit the modified plan to the City Operations Manager, who may distribute the plan to the appropriate agencies or individuals for comments. The proposed modification shall be approved or rejected by the City Operations Manager, except that a minor modification of an approved Category A site plan may, at the discretion of the City Operations Manager, be submitted to the Planning Commission for review and approval.

**§ 1812.4. Expiration of approved site plan.**

The Planning Commission's site plan approval shall become null and void unless a building permit has been issued for the proposed development within two years from the date of the Planning Commission approval. The Planning Commission may for good cause grant a one-year extension.

**§ 1812.5. Appeals.**

Except as provided for in § 1812C, any person aggrieved by any site plan review decision made by the City Operations Manager or his/her designee may appeal said decision to the Planning Commission.

**§ 1813. Certificate of occupancy and compliance.**

The following regulations apply to the certificate of occupancy and compliance:

- A. No vacant land shall be occupied or used, except for agricultural uses, until a certificate of occupancy and compliance shall have been issued by the Operations Manager.
- B. No premises shall be used, and no buildings hereafter erected or structurally altered shall be used, occupied or changed in use until a certificate of occupancy and compliance shall have been issued by the Operations Manager stating that the building or proposed use of a building or premises complies with the building laws and the provisions of these regulations.
- C. Certificates of occupancy and compliance shall be applied for coincident with the application for a building permit and may be issued within 10 days after the erection or structural alteration of such buildings shall have been completed in conformity with the provisions of these regulations. A record of all certificates shall be kept on file in the City Hall.
- D. No permit for excavation for any building shall be issued before application has been made for a building permit.
- E. Upon written request from the owner, the Operations Manager shall issue a certificate of occupancy and compliance for any building or premises existing at the time of adoption of the ordinance, or any changes or amendments thereto, certifying after inspection and investigation the extent and kind of use made of the building or premises, and whether such use conforms to the provisions of this chapter or is to be deemed a nonconforming use.

**§ 1814. Conditions for issuance of a building permit.**

The following conditions shall apply when issuing a building permit:

- A. No building shall be erected, constructed, altered, moved, converted, extended or enlarged without the owner or owners first having obtained a building permit therefor from the Operations Manager, and such permit shall require conformity with the provisions of this chapter. Provided, however, the Operations Manager, at his or her discretion, may issue an emergency permit not in conformity with the provisions of this chapter when:

- (1) A dwelling has been made uninhabitable by fire, wind, flood or impact by motor vehicle or airplane, or similar natural or manmade disaster.
  - (2) A written statement by the applicant and a personal inspection have been filed certifying the dwelling to be uninhabitable due to fire, wind, flood, impact, or similar natural or manmade disaster.
  - (3) A limitation of one year or less is placed on the permit. Any extension of any emergency permit shall be made only by the Board of Adjustment.
- B. Any filing fee shall accompany each application for a building permit in such amount as required by the ordinances of City of Harrington.
- C. A building permit issued in accordance with the provisions of this chapter shall become void 90 days after the date of its issuance, if the construction for which it was issued has not been started or has been substantially discontinued.
- D. A building permit lawfully issued by the Operations Manager prior to the effective date of this chapter shall not be invalidated by the passage of this chapter, provided that actual construction pursuant to the permit's own terms and provisions, and ordinances and regulations thereto, shall have begun within the effective date of the permit:
- (1) Grading of lot and/or staking shall not be construed as "actual construction."
  - (2) One permit issued to cover more than one building remains valid for all of the buildings covered by the permit, if actual construction as provided above shall have commenced prior to the expiration of the permit, subject only to Subsection D(3), below.
  - (3) In any event, the permit shall be invalidated if actual construction is discontinued for reasons other than those beyond the permit holder's control.

**§ 1815. Drawings to accompany applications for building permits.**

All applications for building permits shall be accompanied by a drawing or plat in duplicate or as required by the Operations Manager showing, with dimensions, the lot lines, the building or buildings, the location of buildings on the lot, and such other information as may be necessary to provide for the enforcement of these regulations, including, if necessary, a boundary survey and

a staking of the lot by a competent surveyor and complete construction plans. The drawings shall contain suitable notations indicating the proposed use of all land and buildings. A careful record of the original copy of such applications and plats shall be kept in City Hall and a duplicate copy shall be kept at the building at all times during construction.

**§ 1816. Filing fees.**

- A. The Board of Adjustment filing fee is established by the City Council and shall be paid in advance to the City. Fees shall be refunded on request if the application is withdrawn before publication of required notices in the newspaper.
- B. The Planning Commission filing fee is established by the City Council and shall be paid in advance to the City.
- C. All site, sign, subdivision, annexation, and rezone application filing fees are established by the City Council and shall be paid in advance to the City.
- D. Any additional professional service costs associated with the project will be billed to the applicant, if required, and must be paid prior to the issuance of a building permit.

**§ 1817. Construction of provisions.**

In interpreting and applying the provisions of this chapter, they shall be held to be the minimum requirements for the promotion of the public safety, health, convenience, comfort, prosperity or general welfare. It is not intended by this chapter to interfere with or abrogate or annul any easement, covenants or other agreement between parties; provided, however, that where this chapter imposes a greater restriction upon land development, construction, the use of buildings or premises, upon height of buildings or requires larger open spaces than are imposed or required by other resolutions, ordinances, rules or regulations or by easements, covenants or agreements, the provisions of this chapter shall govern. If, because of error or omission in the Zoning District Map, any property in the jurisdiction of this chapter is not shown as being in a zoning district, the classification of such property shall be R-1. Any reference to the Operations Manager in this chapter shall be deemed to include the Operations Manager's designee.

**§ 1818. Enforcement; violations and penalties.**

The following regulations shall apply in regards to enforcement, violations and penalties:

- A. It shall be the duty of the Operations Manager to enforce the



provisions of this chapter and to refuse to issue any permit for any building or for the use of any premises which would violate any of the provisions of said chapter. It shall also be the duty of all officers and employees of the City of Harrington to assist the Operations Manager by reporting to him any seeming violation in new construction, reconstruction or land uses.

- B. In case any building is erected, constructed, reconstructed, altered, repaired or converted, or any building or land is used in violation of this chapter, the Operations Manager is authorized and directed to institute any appropriate action to put an end to such violation.
- C. Any person or corporation who shall violate any of the provisions of this chapter or fail to comply therewith, or with any of the requirements thereof, or who shall build or alter any building in violation of any detailed statement or plan submitted and approved hereunder shall be guilty of a misdemeanor and shall be liable to a fine of not more than \$100, and each day such violation shall be permitted to exist shall constitute a separate offense. The owner or owners of any building or premises, or part thereof, where anything in violation of this chapter shall be placed or shall exist, and any architect, builder, contractor, agent, person or corporation employed in connection therewith and who have assisted in the commission of any such violation shall be guilty of a separate offense, and, upon conviction thereof, shall be fined as hereinbefore provided.

#### SYNOPSIS

This ordinance amends the City's 2005 zoning ordinance by rewriting the Planning Commission article.

Repealer: All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

Date of Effect: The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

First Reading: 1/3/07  
Public Hearing and Second Reading: 1/16/07  
Published: 1/4/07 "The Journal" 12/31/06 & 1/7/07 - "DSN"

Robert E. Price, Jr.  
ROBERT E. PRICE, JR., Mayor

Cheryl J. Lahman  
CHERYL J. LAHMAN  
Vice-Mayor

Anthony Moyer  
ANTHONY MOYER  
Council Member

Robert Sylvester  
ROBERT SYLVESTER  
Council Member

Wayne Porter  
WAYNE PORTER  
Council Member

Kenneth Stubbs  
KENNETH STUBBS  
Council Member

Morris Willey  
MORRIS WILLEY  
Council Member

ATTEST: Carolyn Porter  
CAROLYN PORTER, Clerk of Council

Date of Adoption: 1-16-07

## **ORDINANCE NO. 08-01**

### **AN ORDINANCE RELATING TO THE DOWNTOWN REVITALIZATION TAX INCENTIVE PROGRAM**

#### **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARRINGTON IN COUNCIL MET:**

Section 1. That Section 1 of Ordinance No. 05-07 is hereby amended by striking the existing subsection in its entirety and substituting in lieu thereof the following:

As used in this Ordinance, the "downtown area" shall mean that part of the City of Harrington along Commerce Street from the intersection of Commerce and Mispillion Streets to the intersection of Commerce and Mechanic Streets and along Clark Street from the intersection of Clark and Commerce Streets to the intersection of Clark Street and southbound U.S. Route 13.

Section 2. That Section 2 of Ordinance No. 05-07 is hereby amended by striking the existing subsection a in its entirety and substituting in lieu thereof the following:

Section 2. Exemption for exterior improvements to existing structures in commercial zones.

a. All improvements to the exterior facing Commerce Street and/or Clark Street of existing commercial structures located in the "downtown area" shall be eligible to apply for a partial exemption from the City of Harrington real estate taxes and shall be assessed as follows:

(1) Where the total cost of the improvements is \$2,500 or less, the property shall be exempt from real estate taxation to the extent of 20% for the first year only. Thereafter, the property shall not be entitled to any exemption.

(2) Where the total cost of the improvements is more than \$2,500 but less than \$5,000, the property shall be exempt from real estate taxation to the extent of 40% for the first year and 20% for the second year. Thereafter, the property shall not be entitled to any exemption.

(3) Where the total cost of the improvements is more than \$5,000 but less than \$7,500, the property shall be exempt from real estate taxation to the extent of 60% for the first year, 40% for the second year, and 20% for the third year. Thereafter, the property shall not be entitled to any exemption.

(4) Where the total cost of the improvements is more than \$7,500 but less than \$10,000, the property shall be exempt from real estate taxation to the extent of 80% for the first year, 60% for the second year, 40% for the third year, and 20% for the fourth year. Thereafter, the property shall not be entitled to any exemption.

(5) Where the total cost of the improvements is more than \$10,000, the property shall be exempt from real estate taxation to the extent of 100% for the first year, 80% for the second year, 60% for the third year, 40% for the fourth year, and 20% for the fifth year. Thereafter, the property shall not be entitled to any exemption.

Provided, however, that in no case shall the cumulative exemption from real estate taxation exceed the total cost of the improvements

Section 3. That Section 2 of Ordinance No. 05-07 is hereby amended by striking the existing subsection (e) in its entirety and substituting in lieu thereof the following:

e. The determination of eligibility shall be made by the City Manager, in consultation with the Downtown Revitalization Committee, upon receipt of an application for tax incentive exemptions. The application shall require the applicant to provide copies of building permits, copies of zoning compliance certificates, copies of paid invoices or receipts for purchases relating to the improvements. Any aggrieved taxpayer shall have the right to appeal the decision of the City Manager to City Council.

Section 4. The provisions of this section are declared to be severable and if any sentence, clause, or phrase of this section shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining sentences, clauses and phrases of this section but they shall remain in effect, it being the legislative intent that this section shall stand notwithstanding the invalidity of any part.

### **SYNOPSIS**

This ordinance amends Ordinance 05-07 to expand the area covered by the Downtown Revitalization Tax Incentive Program to include the area along Clark Street between East Street and southbound U.S. Route 13, to clarify the tax incentives are restricted to exterior improvements made to the existing structures in the commercial zones, and to cap the cumulative total of the tax exemptions at the total cost of the improvements.

Repealer: All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.



Date of Effect: The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

**SO ORDAINED** by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

First Reading: 3/3/08

Public Hearing and Second Reading: 4/7/08

Published: DS News 3/16/08 The Journal 3/13/08 & 3/20/08



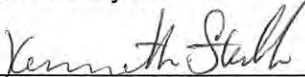
Robert E. Price, Jr., Mayor



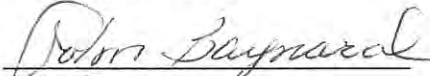
Cheryl J. Lahman  
Vice-Mayor



Wayne Porter  
Council Member



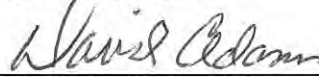
Kenneth Stubbs  
Council Member



John Baynard  
Council Member

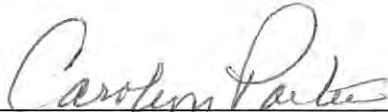


Leonard Englehart  
Council Member



David Adams  
Council Member

Attest:



Carolyn Porter, Clerk of Council

Date of Adoption: 4-7-08

**CITY OF HARRINGTON  
ORDINANCE NO. 13-01**

**AN ORDINANCE AMENDING CHAPTER 330, SEWERS, OF THE CODE OF  
THE CITY OF HARRINGTON RELATING TO SEWER IMPACT FEES**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF  
HARRINGTON IN COUNCIL MET:

**Section 1.** That § 330-10 D shall be amended by deleting the existing subsection and substituting in lieu thereof the following:

D. Establishment of equivalent dwelling units (EDUs). The rate per equivalent dwelling unit (EDU) shall be established in Chapter 180, Municipal Fees.

(1) Determination for residential dwellings. Whenever by ordinance or by contract the City imposes or assesses wastewater collection and transmission charges or fees on the basis of EDUs, and EDU shall be determined as defined in the most recent impact fee ordinance adopted by the Kent County Levy Court. An EDU for a residential dwelling shall be determined as follows:

- a. Houses, dwellings, mobile homes and apartments with one kitchen and one or more baths and bedrooms separate from the kitchen... 1.0 EDU.
- b. Efficiency unit or cottage having a living space in one room and having one bath... 1.0 EDU.
- c. Dwelling with one kitchen and one or more baths and bedrooms separate from the kitchen and attached to other dwellings or structures... 1.0 EDU.

(2) Determination for nonresidential establishments. Whenever the City imposes or assess wastewater collection and transmission charges or fees on the basis of EDUs, the number of EDUs to be charged shall be determined using the appropriate specific assessment as defined in the most recent impact fee ordinance adopted by the Levy Court of the County. When users propose to discharge wastewater under circumstances other than the specific assessments defined by the County, the City's impact fee shall be calculated by the City Engineer based on flow in gallons per day (GPD). In such cases where the impact fee is calculated by flow, each EDU shall be equal to 250 GPD.

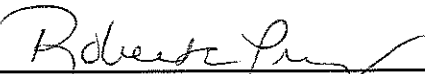
- (3) Minimum assignment. A minimum of one EDU will be assigned to each establishment connecting to the system. For the purposes of calculating the impact fees, fractional EDUs shall be rounded up to the nearest tenth.
- (4) No assignment. If an establishment does not have any physical facilities which have a load producing an effect on the City's wastewater collection and transmission system, then the number of EDUs assigned to it shall be zero.
- (5) Maximum assignment. The City shall in no case charge an impact fee based on more than 100 EDUs per certificate of occupancy.
- (6) EDU credit. Any connection to the City's wastewater collection and transmission system will be credited with any EDUs existing on the property. As an example, if a house with an EDU is demolished and a structure with 50 EDUs is put in its place, the owner shall pay a water impact fee based on 49 EDUs. No EDUs shall be transferred from one property to another property, whether or not such properties are owned by the same person.
- (7) Deferred charge. All applicants for service, which have been served by either private individual wastewater disposal systems or private wastewater treatment plants, shall be subject to a deferred impact fee charge. Payment of the deferred impact fee charge shall not be required until such time as connection is made directly to the City's wastewater collection and transmission system. The amount of the charge shall be based on the prevailing impact fee at the time of connection. This fee shall be in addition to any assessment to the tapping fee.

**Section 2.** That Chapter 330 Attachment 1 shall be deleted.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
Robert E. Price, Jr., Mayor

Attest:   
Kelly Blanchies, Clerk of Council

Date of Adoption: February 19, 2013

#### SYNOPSIS

This Ordinance refers to the most recent Kent County ordinance for the method of calculating sewer impact fees.

First Reading: January 22, 2013

Public Hearing: February 19, 2013

Second Reading: February 19, 2013



**CITY OF HARRINGTON  
ORDINANCE NO. 13-02**

**AN ORDINANCE AMENDING CHAPTER 425, WATER, OF THE CODE OF  
THE CITY OF HARRINGTON RELATING TO WATER IMPACT FEES**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF  
HARRINGTON IN COUNCIL MET:

**Section 1.** That § 425-9 D shall be amended by deleting the existing subsection and substituting in lieu thereof the following:

D. Establishment of equivalent dwelling units (EDUs). The rate per equivalent dwelling unit (EDU) shall be established in Chapter 180, Municipal Fees.

(1) Determination for residential dwellings. Whenever by ordinance or by contract the City imposes or assesses water charges or fees on the basis of EDUs, and EDU shall be determined in the same manner as wastewater collection charges or fees and as defined in the most recent impact fee ordinance adopted by the Kent County Levy Court. An EDU for a residential dwelling shall be determined as follows:

- a. Houses, dwellings, mobile homes and apartments with one kitchen and one or more baths and bedrooms separate from the kitchen... 1.0 EDU.
- b. Efficiency unit or cottage having a living space in one room and having one bath... 1.0 EDU.
- c. Dwelling with one kitchen and one or more baths and bedrooms separate from the kitchen and attached to other dwellings or structures... 1.0 EDU.

(2) Determination for nonresidential establishments. Whenever the City imposes or assess water charges or fees on the basis of EDUs, the number of EDUs to be charged shall be determined in the same manner as wastewater collection charges or fees and using the appropriate specific assessment as defined in the most recent impact fee ordinance adopted by the Kent County Levy Court. When users propose water usage under circumstances other than the specific assessments defined by the County, the City's impact fee shall be calculated by the City Engineer based on flow in gallons per day (GPD). In such cases where the impact fee is calculated by flow, each EDU shall be equal to 250 GPD.

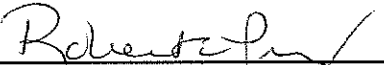
- (3) Minimum assignment. A minimum of one EDU will be assigned to each establishment connecting to the system. For the purposes of calculating the impact fees, fractional EDUs shall be rounded up to the nearest tenth.
- (4) No assignment. If an establishment does not have any physical facilities which result in a water demand on the City's water system, then the number of EDUs assigned to it shall be zero.
- (5) Maximum assignment. The City shall in no case charge an impact fee based on more than 100 EDUs per certificate of occupancy.
- (6) EDU credit. Any connection to the City's water system will be credited with any EDUs existing on the property. As an example, if a house with an EDU is demolished and a structure with 50 EDUs is put in its place, the owner shall pay a water impact fee based on 49 EDUs. No EDUs shall be transferred from one property to another property, whether or not such properties are owned by the same person.
- (7) Deferred charge. All applicants for service, which have been served by private water sources, shall be subject to a deferred impact fee charge. Payment of the deferred impact fee charge shall not be required until such time as connection is made directly to the City's water system. The amount of the charge shall be based on the prevailing impact fee at the time of connection. This fee shall be in addition to any assessment, tapping fee, or other costs associated with providing service.

**Section 2.** That Chapter 330 Attachment 1 shall be deleted.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
Robert E. Price, Jr., Mayor

Attest:   
Kelly Blanchies, Clerk of Council

Date of Adoption: February 19, 2013

#### SYNOPSIS

This Ordinance refers to the most recent Kent County ordinance for the method of calculating water impact fees.

First Reading: January 22, 2013

Public Hearing: February 19, 2013

Second Reading: February 19, 2013

**CITY OF HARRINGTON**  
**ORDINANCE NO. 14-04**

**AN ORDINANCE AMENDING CHAPTER 180, MUNICIPAL FEES, OF THE CODE OF THE CITY OF HARRINGTON TO INCORPORATE AN UPDATED FEE SCHEDULE**

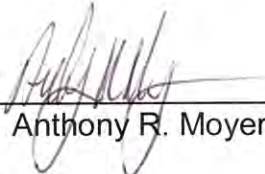
BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARRINGTON IN COUNCIL MET:

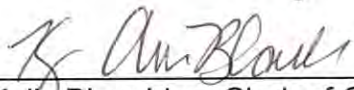
**Section 1.** That 180 Attachment 1, A. Various municipal fees, shall be amended by deleting the existing subsection and substituting in lieu thereof the document attached hereto as Exhibit A titled "Chapter 180 Fees, Municipal, Attachment 1."

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest:   
\_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: June 16, 2014

**SYNOPSIS**

This Ordinance amends Chapter 180 with a revised fee schedule including deletion of unused items and changes to the property tax rate, water and sewer impact fee, utility rates, and other fines and fees.

First Reading: May 19, 2014

Public Hearing: June 16, 2014

Second Reading: June 16, 2014



**City of Harrington**  
**Chapter 180 Fees, Municipal**  
**Attachment 1**

Exhibit A

A. Various municipal fees

City of Harrington Fee Categories	Base Fee	Escrow Account Amount	Total Owed	Subject to Professional Fees
<b>General Fees, Fines</b>				
Administrative fee, per certified mail letter/notice	\$25	\$0	\$25	No
Animals Chapter Violations	\$100	\$0	\$100	No
Copies, per page	\$0.30	\$0	\$0.30	No
Notary Services, per stamp	\$2	\$0	\$2	No
Property Tax Rate	\$1.06/\$100 on 100%	\$0	\$1.06/\$100 on 100%	No
Returned Checks	\$30	\$0	\$30	No
Tax Relief for Senior Citizens	5%	\$0	5%	No
Transfer Tax	1.5%	\$0	1.5%	No
Vacant Buildings				
Vacant Building Inspection (yearly after first year)	\$75	\$0	\$75	No
Vacant Building Registration	\$75	\$0	\$75	No
Failure to Register Fine (monthly)	\$50	\$0	\$50	No

**Zoning & Building Fees** (See §180 B and §180 C for more permit and inspection fees), **Fines**

Annexation Application	\$1,200	\$1,800	\$3,000	Yes
Board of Adjustment Variances	\$400	\$350	\$750	Yes
Board of Adjustment Appeals	\$500	\$0	\$500	Yes
Category A, Conceptual Site Plan Review	\$250	\$950	\$1,200	Yes
Category A, Preliminary Site Plan Review	\$250	\$1,250	\$1,500	Yes
Category A, Final Site Plan Review	\$250	\$1,050	\$1,300	Yes
Category B, Administrative Plan Review	\$200	\$500	\$700	Yes
Conditional Use	\$500	\$0	\$500	Yes
Demolition Permit				
Accessory Structure	\$40	\$0	\$40	No
Residential	\$85	\$0	\$85	No
Commercial/Institutional	\$150	\$0	\$150	No
Impact Fees				
Community Impact Fee	\$1,000	\$0	\$1,000	No
Sewer Impact Fee, per EDU	\$2,520	\$0	\$2,520	No
Water Impact Fee, Per EDU	\$1,170	\$0	\$1,170	No
Professional Fees	Billable to applicant			Yes
Portable Storage Unit Permit				
Initial Permit	\$25	\$0	\$25	No
Permit Renewal	\$25	\$0	\$25	No
Violation, First Offense	\$25	\$0	\$25	No
Violation, Second Offense	\$50	\$0	\$50	No

**City of Harrington**  
**Chapter 180 Fees, Municipal**

Exhibit A

**Attachment 1**

<b>City of Harrington Fee Categories</b>	<b>Base Fee</b>	<b>Escrow Account Amount</b>	<b>Total Owed</b>	<b>Subject to Professional Fees</b>
Violation, Third Offense	\$100	\$0	\$100	No
Public Open Space Contribution	\$325/ dwelling unit	\$0	\$325/ dwelling unit	No
Rezoning	\$700	\$1,200	\$1,900	Yes
Site Inspection, Per Visit	\$35	\$0	\$35	No
Street Opening Permit	10% of project cost	\$0	10% of project cost	No
Subdivision, Conceptual	\$100	\$0	\$100	Yes
Subdivision, Preliminary	\$250	\$0	\$250	Yes
Subdivision, Final Plat Approval	\$100 +	\$0	\$100 +	Yes
First 10 Acres	\$50/acre	\$0	\$50/acre	Yes
Next 10 Acres	\$30/acre	\$0	\$30/acre	Yes
Each After 20 Acres	\$20/acre	\$0	\$20/acre	Yes
Temporary Sign Permit	\$15	\$0	\$15	No
Utility Review	\$150	\$0	\$150	Yes
Zoning Compliance Certificate, Residential				
Project Cost \$5,000 and Below	\$25	\$0	\$25	Yes
Project Cost \$5,001 and Above	.5% of total project cost	\$0	.5% of total project cost	Yes

**Utility & Public Works Fees, Fines**

Fire Service Connection				
4 Inch	\$3000 + actual cost to install	\$0	\$3000 + actual cost to install	Yes
6 Inch	\$3,500 + actual cost to install	\$0	\$3,500 + actual cost to install	Yes
8 Inch	\$4,000 + actual cost to install	\$0	\$4,000 + actual cost to install	Yes
10 Inch	\$6,000 + actual cost to install	\$0	\$6,000 + actual cost to install	Yes
Food Service Facility FOG Interceptor or Trap				
Inspection, Per Trap	\$50	\$0	\$50	No
Reinspection, Per Trap	\$50	\$0	\$50	No
Prohibited Discharges Violation Fine, Least Serious Offenses	\$500 or more	\$0	\$500 or more	No
Prohibited Discharges Violation Fine, Moderately Serious Offenses	\$3,000-\$5,000	\$0	\$3,000-\$5,000	No

**City of Harrington**  
**Chapter 180 Fees, Municipal**

Exhibit A

**Attachment 1**

<b>City of Harrington Fee Categories</b>	<b>Base Fee</b>	<b>Escrow Account Amount</b>	<b>Total Owed</b>	<b>Subject to Professional Fees</b>
Prohibited Discharges Violation Fine, Most Serious Offenses	\$5,000-\$10,000	\$0	\$5,000-\$10,000	No
Food Service Facility FOG Interceptor or Trap, Criminal Penalties				
§330-13B(1) Per Violation, Per Day	Up to \$5,000	\$0	Up to \$5,000	No
§330-13B(2)	At least \$5,000	\$0	At least \$5,000	No
§330-13B(3) Per Violation, Per Day	Up to \$5,000	\$0	Up to \$5,000	No
§330-13B(4) Per Violation, Per Day	Up to \$10,000	\$0	Up to \$10,000	No
Infrastructure Inspection Fee	4% of project cost	\$0	4% of project cost	Yes
Public Works Service Fee				
Normal Business Hours (8 am-4 pm)	\$50	\$0	\$50	No
After Hours and Weekends	\$100	\$0	\$100	No
Backhoe, Per Hour	\$85	\$0	\$85	No
Dump truck, Per Hour	\$75	\$0	\$75	No
Public Works Rate, Per Hour	\$22	\$0	\$22	No
Sewer Connection Fee				
4 inch Service	\$1,700	\$0	\$1,700	Yes
6 inch Service	\$2,600	\$0	\$2,600	Yes
Road Restoration/Additional Pipe, Beyond 20 feet	Cost + 15%	\$0	Cost + 15%	Yes
Water Connection Fee				
1 Inch Service	\$1,250	\$0	\$1,250	Yes
2 Inch service	\$3,600	\$0	\$3,600	Yes
Road Restoration/Additional Pipe, Beyond 20 feet	Cost + 15%	\$0	Cost + 15%	Yes
Water Meter				
5/8 Inch	\$330	\$0	\$330	No
1 Inch or Larger	Cost	\$0	Cost	Yes
Water Meter Antenna Replacement	\$125	\$0	\$125	No
Water Meter Calibration	\$50	\$0	\$50	No
Utility Rate, In City Users, Quarterly				
Sewer Base Fee, Users <u>without</u> Individual Sewer Meter, Per EDU	\$80	\$0	\$80	No
Sewer Usage Fee, Users <u>without</u> Individual Sewer Meter, Per 1,000 Gallons*	\$5.76	\$0	\$5.76	No
Sewer Minimum Charge, Users <u>with</u> Individual Sewer Meter, Up to 20,000 Gallons*	\$203.20	\$0	\$203.20	No
Sewer Usage Fee, Users <u>with</u> Individual Sewer Meter, Per 1,000 Gallons*	\$10.16	\$0	\$10.16	No
Trash	\$51.76	\$0	\$51.76	No
Water Base Fee, Per EDU	\$35	\$0	\$35	No

**City of Harrington**  
**Chapter 180 Fees, Municipal**

Exhibit A

**Attachment 1**

<b>City of Harrington Fee Categories</b>	<b>Base Fee</b>	<b>Escrow Account Amount</b>	<b>Total Owed</b>	<b>Subject to Professional Fees</b>
Water Usage Fee, Per 1,000 Gallons	\$3.55	\$0	\$3.55	No
Sprinklers (as fire suppression), 2 Inch	\$125.00	\$0	\$125.00	No
Sprinklers (as fire suppression), 4 Inch	\$200.00	\$0	\$200.00	No
Sprinklers (as fire suppression), 6 Inch	\$250.00	\$0	\$250.00	No
Sprinklers (as fire suppression), 8 Inch	\$300.00	\$0	\$300.00	No
Utility Rate, Out of City Users, Quarterly				
Sewer Base Fee, Per EDU	\$106.40	\$0	\$106.40	No
Sewer Usage Fee, Per 1,000 Gallons	\$10.77	\$0	\$10.77	No
Water Base Fee, Per EDU	\$46.55	\$0	\$46.55	No
Water Usage Fee, Per 1,000 Gallons	\$4.72	\$0	\$4.72	No
Utility Late Payment Fee, Per Month	2%	\$0	2%	No

\*In addition to the sewer usage fee, users will be billed for a Kent County Treatment Fee approved by Kent County. As of 2014, Kent County approved rate is \$2.34 per 1,000 gallons

**Licensing Fees, Fines**

Business License				
All Other Trades, Businesses or Occupations	\$50	\$0	\$50	No
Distributors, 1-49 Employees	\$250	\$0	\$250	No
Distributors, 50 or More Employees	\$500	\$0	\$500	No
Gas, Light, Power Cable, TV, Phone, IT	\$825	\$0	\$825	No
Hotels, Per Room	\$10	\$0	\$10	No
Hotel, Per Suite	\$15	\$0	\$15	No
Manufacturers, 1-49 Employees	\$250	\$0	\$250	No
Manufacturers, 50 or More Employees	\$500	\$0	\$500	No
Mobile Home Park, Per Space	\$25	\$0	\$25	No
Motel, Per Room	\$10	\$0	\$10	No
Motel, Per Suite	\$15	\$0	\$15	No
Change of Business Location	\$7.50	\$0	\$7.50	No
Contractors License	\$100	\$0	\$100	No
Duplicate License	\$7.50	\$0	\$7.50	No
Failure to Obtain License Fine, Per Month	\$50	\$0	\$50	No
Rental License	\$75	\$0	\$75	No

**Property Maintenance Fees, Fines**

Administrative Fee, Prohibited Weed Growth Violations	\$100	\$0	\$100	No
Property Maintenance Violations				
First Offense	\$25	\$0	\$25	No
Second Offense	\$50	\$0	\$50	No
Third Offense	\$100	\$0	\$100	No



**City of Harrington**  
**Chapter 180 Fees, Municipal**

Exhibit A

Attachment 1

City of Harrington Fee Categories	Base Fee	Escrow Account Amount	Total Owed	Subject to Professional Fees
Abatement of Property Maintenance Violations	Contractor Service Fee + 10% (\$25 total minimum)	\$0	Contractor Service Fee + 10% (\$25 total minimum)	Yes
Property Maintenance Ticket				
Property Maintenance Ticket	\$50	\$0	\$50	No
Formal Appeal to City Manager	\$200	\$0	\$200	No
Formal Appeal to City Council	\$500	\$0	\$500	No
Show Cause Hearing	\$100	\$0	\$100	No
Property Maintenance Criminal Penalties				
First Conviction	\$250-\$1,000	\$0	\$250-\$1,000	No
Second Conviction	\$500-\$2,500	\$0	\$500-\$2,500	No
All Subsequent Convictions	\$1,000-\$5,000	\$0	\$1,000-\$5,000	No
Street & Sidewalk Violations				
First Offense	\$25	\$0	\$25	No
Second Offense	\$50	\$0	\$50	No
Third Offense	\$100	\$0	\$100	No
Abatement of Street & Sidewalk Violations	Contractor Service Fee + 10% (\$25 total minimum)	\$0	Contractor Service Fee + 10% (\$25 total minimum)	Yes

**CITY OF HARRINGTON**  
**ORDINANCE NO. 14-09**

**AN ORDINANCE AMENDING CHAPTER 440, ZONING, OF THE CODE OF  
THE CITY OF HARRINGTON TO INCREASE THE TIME OF THE EXTENSION  
THAT CAN BE GRANTED ON SITE PLAN APPROVALS**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF  
HARRINGTON IN COUNCIL MET:

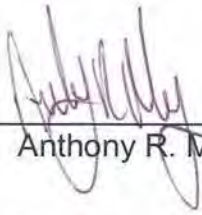
**Section 1.** That § 440-13 shall be amended by deleting the existing section and substituting in lieu thereof the following:

The Planning Commission's site plan approval shall become null and void unless a zoning compliance certificate has been issued for the proposed development within two year from the date of the Planning Commission approval. The Planning Commission may for good cause grant an extension of up to a total of eighteen months.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

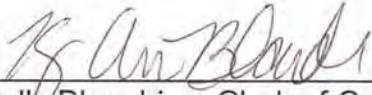
**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.



Anthony R. Moyer, Mayor

Attest:



Kelly Blanchies, Clerk of Council

Date of Adoption:

June 2, 2014

#### SYNOPSIS

This Ordinance amends Chapter 440, Zoning, to change the length of the extension of site plan approvals that the Planning Commission may grant from one year to eighteen months.

First Reading:

May 19, 2014

Public Hearing:

June 2, 2014

Second Reading:

June 2, 2014

**CITY OF HARRINGTON**  
**ORDINANCE NO. 14-14**

**AN ORDINANCE AMENDING CHAPTER 180 OF THE CODE OF THE CITY OF HARRINGTON RELATING TO MUNICIPAL FEES FOR WATER USAGE**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARRINGTON IN COUNCIL MET:

**Section 1.** That § 180-1 A shall be amended to remove the following:

<b>City of Harrington Fee Categories</b>	<b>Base Fee</b>	<b>Escrow Account Amount</b>	<b>Total Owed</b>	<b>Subject to Professional Fees</b>
Utility rate, in-City users, quarterly				
Water usage fee, per 1,000 gallons	\$3.55	\$0	\$3.55	No
Utility rate, out-of-City users, quarterly				
Water usage fee, per 1,000 gallons	\$4.72	\$0	\$4.72	No

**Section 2.** That § 180-1 A shall be amended to add the new classifications and to read as follows:

<b>City of Harrington Fee Categories</b>	<b>Base Fee</b>	<b>Escrow Account Amount</b>	<b>Total Owed</b>	<b>Subject to Professional Fees</b>
Utility rate, in-City users, quarterly				
Water usage fee, per 1,000 gallons	\$3.25	\$0	\$3.25	No
Utility rate, out-of-City users, quarterly				
Water usage fee, per 1,000 gallons	\$4.32	\$0	\$4.32	No

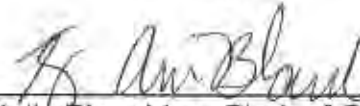
**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.



SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
Anthony R. Moyer, Mayor

Attest:   
Kelly Blanchies, Clerk of Council

Date of Adoption: September 16, 2014

#### SYNOPSIS

This Ordinance amends the Municipal Fees for the City of Harrington to reduce the water rate for in-City users from \$3.55/1,000 gallons of usage to \$3.25/1,000 gallons of usage and for out-of-City users from \$4.72/1,000 gallons of usage to \$4.32/1,000 gallons of usage.

First Reading: September 2, 2014

Public Hearing: September 16, 2014

Second Reading: September 16, 2014

**CITY OF HARRINGTON**  
**ORDINANCE NO. 16-04**

**AN ORDINANCE AMENDING CHAPTER 378, TAXATION, OF THE CODE OF  
THE CITY OF HARRINGTON RELATED TO AN EXEMPTION FROM REALTY  
TRANSFER TAX FOR FIRST-TIME HOME BUYERS**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF  
HARRINGTON IN COUNCIL MET:

**Section 1.** That § 378-1 shall be amended by the addition of the definition for "First-Time Home Buyer" to read as follows:

**FIRST-TIME HOME BUYER**

A natural 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 ninety (90) days following recordation.

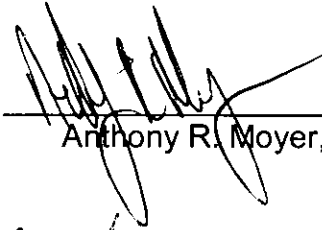
**Section 2.** That § 378-2 shall be amended by the additions of § 378-2 D to read as follows:

- D. There shall be no tax imposed on those transfers where all grantees qualify as first-time home buyers. For purposes of this article, "first-time home buyer" shall have that meaning given in § 378-1.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest:   
\_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: April 18, 2016

### SYNOPSIS

This Ordinance amends Chapter 378 to allow for an exemption from realty transfer tax for first-time home buyers.

First Reading: April 4, 2016

Public Hearing: April 18, 2016

Second Reading: April 18, 2016

**CITY OF HARRINGTON  
ORDINANCE NO. 16-07**

**AN ORDINANCE ADDING CHAPTER 157, ECONOMIC DEVELOPMENT AND  
REDEVELOPMENT, TO THE CODE OF THE CITY OF HARRINGTON**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARRINGTON  
IN COUNCIL MET:

**Section 1.** That the Code of the City of Harrington shall be amended by adding  
a new chapter to read as follows:

**Chapter 157, Economic Development and Redevelopment**

**Article I. General Provisions**

**§ 157-1. Purpose.**

The City Council has deemed it to be in the best interest of the residents of the City and in furtherance of their health, safety, and welfare to promote economic development and redevelopment within the City of Harrington. In order to promote development and redevelopment, the City Council has determined that incentives should be made available to qualifying persons and businesses.

**§ 157-2. Definitions.**

As used in this Chapter, the following terms shall have the meanings indicated:

**DIRECT JOB**

A Full-Time Equivalent Job that is created by the Incentive Beneficiary that did not exist prior to the receipt of notice of eligibility for a Specific Economic Development Incentive Program available under this Chapter. To be considered a Direct Job, there must be an increase in the total number of Full-Time Equivalent Jobs employed by the Incentive Beneficiary.

**FULL-TIME EQUIVALENT JOB**

Calculated as total hours worked in jobs created divided by the number of hours in a Full-Time Schedule.

**FULL-TIME SCHEDULE**

An average of thirty (30) or more hours per week, or at least one hundred thirty (130) hours in a month.

**INCENTIVE BENEFICIARY**

The person or entity that has applied for and been approved to receive economic incentives made available under this Chapter. Any individual who owns 50% or more



of an entity that has been approved for economic incentives under this Chapter shall also be identified as an Incentive Beneficiary.

### **SPECIFIC ECONOMIC DEVELOPMENT INCENTIVE PROGRAM (SEDIP)**

Any incentive program that the City Council has ordained to be made available to qualifying applicants. Each program may incorporate any of the economic incentives identified in this Chapter, subject to any unique terms and conditions as City Council may deem appropriate.

#### **§ 157-3. Administration.**

The City Manager, and/or his/her designee, shall develop the administrative procedures necessary to implement any SEDIP available under this Chapter. The City Manager, and/or his/her designee, shall promulgate reasonable standards to be used in determining whether an applicant is eligible for economic incentives under the particular SEDIP being applied for in accordance with this Chapter and the specific terms and conditions of the SEDIP. The City Manager, and/or his/her designee, shall be responsible for auditing the Incentive Beneficiary as required. Revocation of eligibility shall be determined by the City Manager.

#### **§ 157-4. Eligibility.**

- A. Eligibility for participation in any SEDIP shall be determined by the City Manager according to the specific provisions and requirements of the SEDIP being applied for.
- B. An otherwise eligible applicant shall be ineligible for any SEDIP if:
  - (1) An application for a building permit for the project was filed prior to the effective date of this Chapter; or
  - (2) The Incentive Beneficiary is delinquent on any taxes, assessments, sewer, water, trash charges, or any other fees due to the City of Harrington for any property owned or leased by the Incentive Beneficiary; or
  - (3) The Incentive Beneficiary has previously had its eligibility revoked for any SEDIP offered under this Chapter.
- C. Revocation of Eligibility. If the Incentive Beneficiary is in default of any of the terms and conditions required under this Chapter, including any requirements specific to the SEDIP, the City Manager shall provide a written notice of default to the Incentive Beneficiary. In the event the default is not substantially cured within fifteen (15) days, the City Manager shall immediately revoke the Incentive Beneficiary's eligibility and assess the Incentive Beneficiary the full cost of all fees that were reduced or waived.

## **§ 157-5. Appeals.**

Any applicant denied eligibility or who is subject to revocation of eligibility may appeal the decision to the City Council within thirty (30) days from the receipt of notice of denial or revocation of eligibility. The appeal shall be made by filing a written request with the Clerk of Council.

## **§ 157-4 to 157-10 Reserved.**

### **Article II. Citywide Incentives.**

## **§ 157-11. Transfer tax waiver for First-Time Home Buyers.**

See § 378-2 D in Chapter 378, Taxation, for information on the transfer tax waiver for first-time home buyers.

## **§ 157-12. Sewer Impact Fee Reduction.**

The sewer impact fee will be reduced beginning in Fiscal Year 2017 and will have annual step increases based on the schedule in Chapter 180, Municipal Fees.

## **§ 157-13 to 157- 20 Reserved.**

### **Article III. Incentives for Central Commercial (C-2), Service Commercial (C-3), Traditional Neighborhood Development (TND), Manufacturing (M), and Industrial Park (IMP) Zones.**

## **§ 157-21. Application of Citywide Incentives.**

In addition to incentives described in this article, the Incentive Beneficiary may qualify for Citywide Incentives as outlined in Article II of this Chapter.

## **§ 157-22. Impact fee waiver based on Direct Job creation.**

- A. The Incentive Beneficiary may qualify for a waiver from any City assessed water and sewer impact fees if Direct Jobs are created based on the chart below:

Tier	Full-Time Equivalent Jobs Created	Impact Fee Waivers*
1	5-9	1
2	10-14	2
3	15-19	3
4	20-24	4
5	25-29	5
6	30+	All

\* Number of impact fees waived is for both water and sewer  
(1 = 1 water impact fee and 1 sewer impact fee)

- B. Fees that cannot be waived or reduced. Any fees or taxes assessed by the State, County, or School District or special fees payable for fire or public safety protection cannot be waived or reduced and must be paid by the Incentive Beneficiary to maintain eligibility under this Chapter. These fees include, but are not limited to, community impact fees and Kent County sewer impact fees collected by the City.
- C. The City will audit the Incentive Beneficiary three (3) years after the issuance of the first certificate of occupancy to verify the job creation levels are achieved. If the required Full-Time Equivalent Job levels are not met or maintained, the Incentive Beneficiary is responsible for payment of all fees and costs not otherwise waived or reduced under this program.

**§ 157-23. Permit and other fees reduced based on Direct Job creation for Harrington residents.**

- A. If ten percent (10%) of the employees of a business in the City of Harrington reside in the corporate limits of the City of Harrington, the Incentive Beneficiary may qualify for a one-time reimbursement of five percent (5%) of the following permits and fees:
  - (1) Building permit fee
  - (2) Water service connection/inspection fee
  - (3) Sewer service connection/inspection fee
  - (4) Other fees associated with professional services provided by the City as it pertains to planning, engineering, and legal review
- B. The Incentive Beneficiary must apply for the permit and other fees reimbursement within eighteen months (18) months of receiving the Certificate of Occupancy.
- C. Fees that cannot be waived or reduced. Any fees or taxes assessed by the State, County, or School District or special fees payable for fire or public safety protection cannot be waived or reduced and must be paid by the Incentive Beneficiary to maintain eligibility under this Chapter. These fees include, but are not limited to, community impact fees and Kent County sewer impact fees collected by the City.
- D. The Incentive Beneficiary shall be responsible for obtaining all required local, State, County, and Federal permits and approvals as may be required to complete the project.

**§157-24 to 157-30 Reserved.**

#### **Article IV. Incentives for the Downtown Development District.**

##### **§ 157-31. Application of Citywide and Central Commercial (C-2), Service Commercial (C-3), Traditional Neighborhood Development (TND), Manufacturing (M), and Industrial Park (IMP) Zones Incentives.**

In addition to incentives described in this Article, the Incentive Beneficiary may qualify for Citywide Incentives as outlined in Article II of this Chapter and/or Central Commercial (C-2), Service Commercial (C-3), Traditional Neighborhood Development (TND), Manufacturing (M), and Industrial Park (IMP) Zones Incentives as outlined in Article III of this Chapter.

##### **§ 157-32. Definition of Downtown Development District area.**

As used in this article, the "Downtown Development District" shall be defined as the area shown on the Downtown Development District "Map 1 Downtown Boundary" as stated in the Harrington Downtown Development District Plan.

##### **§ 157-33. First-time home buyer tax abatement.**

The Incentive Beneficiary may be eligible for a one-time abatement of the first full tax assessment billing for an owner-occupied single-family dwelling.

##### **§ 157-34. Business license fee waiver for new businesses.**

- A. The Incentive Beneficiary may qualify for a waiver of the business license fee for the first three (3) years. The Incentive Beneficiary must apply for and obtain a business license from the City of Harrington.
- B. The Incentive Beneficiary shall be responsible for obtaining all required local, State, County, and Federal licenses, permits, and approvals as may be required.

##### **§ 157-35. Category A or B plan review fee reduction and priority review status.**

- A. The Incentive Beneficiary may qualify for a one-time reduction of two hundred dollars (\$200) for one of the following fees:
  - (1) Category A preliminary site plan review; or
  - (2) Category A final site plan review; or
  - (3) Category B administrative plan review.
- B. The Incentive Beneficiary may qualify for priority review status and receive a response to applications for site plan review within ten (10) working days.



**§ 157-36. Downtown revitalization property tax reduction program.**

- A. All improvements to the exterior of existing commercial structures located in the Downtown Development District and facing the street shall be eligible to apply for a partial exemption from the City of Harrington property taxes and shall be assessed as follows:
- (1) Where the total cost of the improvements is \$2,500 or less, the property shall be exempt from real estate taxation to the extent of 20% for the first year only. Thereafter, the property shall not be entitled to any exemption.
  - (2) Where the total cost of the improvements is more than \$2,500 but less than \$5,000; the property shall be exempt from real estate taxation to the extent of 40% for the first year and 20% for the second year. Thereafter, the property shall not be entitled to any exemption.
  - (3) Where the total cost of the improvements is more than \$5,000 but less than \$7,500, the property shall be exempt from real estate taxation to the extent of 60% for the first year, 40% for the second year, and 20% for the third year. Thereafter, the property shall not be entitled to any exemption.
  - (4) Where the total cost of the improvements is more than \$7,500 but less than \$10,000, the property shall be exempt from real estate taxation to the extent of 80% for the first year, 60% for the second year, 40% for the third year, and 20% for the fourth year. Thereafter, the property shall not be entitled to any exemption.
  - (5) Where the total cost of the improvements is more than \$10,000, the property shall be exempt from real estate taxation to the extent of 100% for the first year, 80% for the second year, 60% for the third year, 40% for the fourth year, and 20% for the fifth year. Thereafter, the property shall not be entitled to any exemption.
- B. In no case shall the cumulative exemption from property taxation exceed the total cost of the improvements.
- C. The Incentive Beneficiary must provide copies of building permits, copies of zoning compliance certificates, and copies of paid invoices or receipts for purchases relating to the improvements. The Incentive Beneficiary must apply for the downtown revitalization property tax reduction within one year from the completion of the project, as determined by the most recently dated certificate of occupancy, invoice, or receipt. No invoice or receipt greater than two years old will be considered in determining the property tax reduction amount as outlined in § 157-36 A.

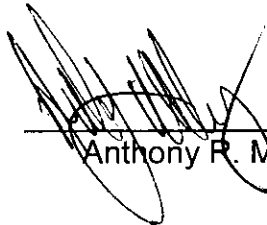
**§ 157-37 to 157-45 Reserved.**

**Section 2.** That the Code of the City of Harrington shall be amended by deleting Article III, Downtown Revitalization Area Tax Incentive Program, from Chapter 378, Taxation.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest:   
\_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: May 16, 2016

#### SYNOPSIS

This Ordinance adds Chapter 157, Economic Development and Redevelopment, to add economic incentives to encourage development and moves the Downtown Revitalization Area Tax Incentive Program from Chapter 378, Taxation, to the new Chapter 157.

First Reading: May 2, 2016

Public Hearing: May 16, 2016

Second Reading: May 16, 2016

City of Harrington, Delaware  
Delaware Downtown Development District  
Application for Designation as a District  
Attachment No. 5 | Miscellaneous

Attachment	Title
5-A	2013 Comprehensive Land Use Plan Excerpt: Environmental Protection
5-B	2013 Comprehensive Land Use Plan Excerpt: Future Growth Areas   Downtown/Central Commercial
5-C	2013 Comprehensive Land Use Plan Excerpt: Economic Development & Redevelopment Goals
5-D	2013 Comprehensive Land Use Plan Excerpt: Healthy Community Action Plan
5-E	Ordinance No. 08-03   An Ordinance to Adopt Source Water Protection Regulations
5-F	Ordinance No. 14-03   An Ordinance to Repeal Chapter 212, Floodplain Regulations, of the Code of the City of Harrington and to Adopt a New Chapter 212, Floodplain Regulations, to Adopt Flood Hazard Maps, to Designate a Floodplain Administrator, to Adopt Administrative Procedures, and to Adopt Criteria for Development in Flood Hazard Areas, and for Other Purposes
5-G	Ordinance No. 15-06   An Ordinance Repealing and Replacing Chapter 440, Zoning, of the Code of the City of Harrington ( <i>Excerpt</i> )
5-H	Ordinance No. 15-07   An Ordinance Rezoning Certain Parcels and Amending the Zoning Map of the City of Harrington
5-I	Development Process Toolkit: Category B/Administrative Plan

**ENVIRONMENTAL PROTECTION****CHAPTER 7**

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**BACKGROUND**

The City of Harrington is located on the Atlantic Coastal Plain, near the drainage divide between the Chesapeake Bay and Delaware Bay. The divide is near Harrington's western town limits, and the City is within the Delaware Bay Drainage area.

The area exhibits 25 feet of topographic relief, with most of the area at 50 to 60 feet above sea level. The basin of Browns Branch and its tributaries rise to approximately 50 feet above sea level from the valley bottoms that lie at 35 to 40 feet in elevation. Browns Branch and its tributaries in the Harrington area flow east, away from the City center for approximately 1 mile, and then bend north and northeastward to join the Murderkill River.

**FLOODPLAIN**

The Federal Emergency Management Agency (FEMA) oversees the national flood insurance program, floodplain delineation and flood elevation determinations. To participate in the insurance program, counties and municipalities must maintain ordinances that regulate development and construction within a floodplain. Harrington has had a Floodplain Ordinance in place since 1989. The ordinance was recently reviewed by DNREC Flood Mitigation Branch and was found to be pertinent and adequate. The Federal Emergency Management Agency (FEMA), as part of the Federal Flood Insurance Program, has remapped flood plains in the Harrington area. The new maps show a significantly reduced 1% Chance Annual Flood (also known as the 100-year flood) Zone along the north tributary to Browns Branch, on the north and east side of the City.

The most recent updates to the Flood Insurance Rate Maps were issued in May, 2003. The map panels for Harrington are: 10001C0330, 10001C0337 and 10001C0341. Flood plains are shown on Exhibit 5.

**WETLANDS**

Wetlands are an important interface between the surface drainage systems and groundwater recharge points. Wetlands can buffer uplands from flood-prone areas and trap suspended sediment in stormwater run-off, before it can enter streams and ditches. Finally, wetlands provide important habitat for many of Delaware's popular game animals and native plant and animal species.

Wetlands are highly limited within the City and are most likely to be positively identified along the margins of Browns Branch and its tributaries. Wooded areas within the City have been mapped under the National Wetlands Inventory as "Forested Wetlands," and are considered potential sites for wetlands, although no site-specific wetlands mapping has been completed within these areas.

The United State Army Corps of Engineers (USACE) regulates tidal and nontidal wetlands under Section 404 provisions of the Federal Clean Water Act. The State more stringently regulates tidal and some nontidal wetlands (i.e., perennial and intermittent streams/ditches and ponds containing a surface water connection to other wetlands) under the Subaqueous Lands Act (7 De1.C. Chapter 72) and the Regulations Governing the Use of Subaqueous Lands.

Exhibit 5 shows the National Wetlands Inventory areas of potential wetlands and the FEMA 1% Annual Chance Flood Zones.

The City should consider the following recommendations:

- Revising relevant ordinances to include wetlands setbacks to protect from infringement and/or building within the setback area.
- Drafting a planting and stream buffering program to protect and enhance water quality and drainage.
- Requiring wetland buffers that are at least 100 feet in width for projects that entail land-use change.
- Requiring a higher level of protection of isolated (non-regulated) wetlands that includes avoiding direct impacts and providing adequate upland buffers to protect and support the habitats of a high diversity of species (terrestrial, aquatic and semi-aquatic) and plants.
- Drafting a more protective ordinance that would allow for larger connected areas of forested open space.
- Requiring land development applicants to include State-regulated wetlands, and USACE approved wetlands delineation for new commercial and/or residential development projects.

## **WOODLANDS**

The City should consider a woodlands preservation program to preserve existing woodland areas within the City, and those associated with potential annexation. The program would include prohibitions on clearing, tree planting guidelines, and preservation language to protect existing woodlands from harvest.

## **WATERWAYS AND DRAINAGE-STORMWATER AND TAX DITCHES**

Some areas on the western side of the City have limited drainage capacity for storm water due to a combination of low slopes and undersized or un-maintained drainage structures. DeIDOT had prepared a study (Phases I, II and III) to address drainage issues from Liberty Street to Mispillion Street. The City is continuing to integrate drainage improvements into transportation enhancement projects such as curb and sidewalk additions.

The City should consider the following recommendations:

- Evaluating the need for an Operation and Maintenance Plan for all streams, ditches, swales and storm drains in existing, new, and potentially annexed properties. The purpose of the O&M Plan would be to remove debris/blockages and sedimentation, and restore the drainage features to their original design grade.
- All potential annexed parcels should undergo a tax ditch right-of-way review with DNREC and Kent Conservation District prior to annexation. In addition, DNREC should be invited to the pre-application meeting to discuss drainage management, maintenance and release issues associated with the tax ditch.
- A Master Plan should be developed that identifies all existing open channels and stormwater pipes within the City boundary and future annexation areas. Riparian buffers need to be identified and maintained along the channels to provide beneficial water quality and habitat along these areas as well as serve as a gateway to greenways.
- Watershed planning for future annexation and targeted land development areas to account for habitat protection, recreation and storm water management on a regional or county level.



- The Division of Watershed Stewardship is requesting involvement in stormwater and drainage reviews via the City's preapproval requirements for new developments. The applicant will need to complete and submit a Stormwater Assessment Study to the State. The pre-application meeting would also involve the Kent Conservation District.
- Stormwater system improvements are under current consideration by the City. Upgrades to existing system may reduce pollutant loads and help reach established total maximum daily loads for nitrogen, phosphorus, and bacteria.
- Including sediment and stormwater requirements on any application checklists for construction projects.
- Evaluating existing drainage patterns within future annexation areas to ensure adequate drainage for the cumulative stormwater impact from full buildout of the annexation area.

### **SOURCE WATER ASSESSMENT AND PROTECTION**

The Delaware Department of Natural Resources and Environmental Control's (DNREC) Division of Water Resources completed a Source Water Assessment for the public water supply wells for Harrington Water Department as required under the 1996 amendments to the Safe Drinking Water Act. This assessment was performed using the methods specified in the State of Delaware Source Water Assessment Plan (DNREC, 1999). As stated in the August 2003 assessment, Harrington Water Department uses three wells to provide drinking water to the system. All three wells withdraw water from the confined Frederica aquifer. These wells predate State well construction regulations. As confined aquifer wells, the wellhead protection areas were delineated using a fixed radius of 150 feet.

This public water supply system provides water to an average daily population of 3,562 residential consumers from January 1 to December 31 through 1,223 residential service connections.

These sites have substantial contaminant potentials that may pose a significant threat to the drinking water resources.

An analysis of land use activities in the area show over 48 percent of the total wellhead protection area for the system contains residential land uses. The next largest land use is commercial land uses covering approximately 37 percent of the wellfield.

Although water samples may have been taken from within the distribution system, no raw water (well tap) samples have been recorded for this Public Water Supply System.

The City should consider the following recommendations:

- Updating Chapter 440 – Zoning to help strengthen the Source Water Protection Ordinance.
- Requiring an impervious mitigation plan for all residential and commercial developments that exceed 20% cover.

### **TOTAL MAXIMUM DAILY LOADS (TMDLs)**

Under Section 303(d) of the 1972 Federal Clean Water Act (CWA), states are required to identify all impaired waters and establish total maximum daily loads to restore their beneficial uses (e.g., swimming, fishing, and drinking water). A TMDL defines the amount of a given pollutant that may be discharged to a water body from point, nonpoint, and natural background sources and

still allows attainment or maintenance of the applicable narrative and numerical water quality standards. A TMDL is the sum of the individual Waste Load Applications (WLAs) for point sources and Load Allocations (LAs) for nonpoint sources and natural background sources of pollution. A TMDL may include a reasonable margin of safety (MOS) to account for uncertainties regarding the relationship between mass loading and resulting water quality. In simplistic terms, a TMDL matches the strength, location and timing of pollution sources within a watershed with the inherent ability of the receiving water to assimilate the pollutant without adverse impact.

A Pollution Control Strategy (PCS) specifies actions necessary to systematically reduce nutrient and bacterial pollutant loading to the level(s) specified by the Total Maximum Daily Load; and must reduce pollutants to level specified by the State Water Quality Standards. A variety of site-specific best management practices (BMPs) will be the primary actions required by the PCS to reduce pollutant loading(s).

The City of Harrington is located within the greater Delaware River and Bay Drainage, specifically within the Murderkill River watershed. The pollutants targeted for reduction in the Murderkill watershed are nutrients (e.g., nitrogen and phosphorus) and bacteria (See Table below). As mentioned previously, the PCS will require specific actions that reduce nutrient and bacterial loads to levels consistent with the goals and criteria specified in the State Water Quality Standards.

<b>TMDL Nutrient (Nitrogen and Phosphorus) and reduction requirements for the Murderkill watershed.</b>			
Delaware River and Bay Drainage	N- reduction requirements	P- reduction requirements	Bacteria- reduction requirements
Murderkill Watershed	30%	50%	32%

The City should consider the following recommendations:

- The City should consider requiring developers to use Best Management Practices to meet the required TMDLs for the affected watershed.

## LAND USE AND GROWTH MANAGEMENT

## CHAPTER 8

**TOTAL ACRES                      408.63**

Exhibit 15 also shows the areas of consideration and potential uses for annexation into the City limits. While this is determined by current economic development trends, the City is not opposed to considering land use changes based on development trends on a case by case basis. The proposed development application would need to absorb the associated costs in changing the appropriate maps and documents as well as professional fees throughout the process.

Properties considered for annexation must be adjacent to existing City limits and within the Annexation Future Land Use Plan area. All annexations will provide an application, the prescribed fee and any concept plans (if available) to the City for proper review and process. The City further assists annexation applications with the Plan of Services State requirement to review the additional need for services. All annexations are considered, reviewed and an Annexation Committee Report is provided to reflect the pros and cons of the application prior to the City Council taking action.

### **FUTURE GROWTH AREAS**

#### **COMMERCIAL**

Harrington has three types of commercial land use areas that are different in location and type of permitted land uses. The three are further identified as Service Commercial Corridor, Downtown/Central Commercial and Infill Commercial. Exhibit 17, Future Land Uses, depicts these areas as discussed in this Chapter.

Service Commercial Corridor: The service commercial corridor is known as the businesses located along the major north/south highway with the widest array of commercial permitted uses. These uses include gas stations, larger multi-tenant structures, restaurants, and retailers such as pharmacies and grocery stores. As shown on Exhibit 26, the appropriate zoning for this land use would be C-3 Service Commercial.

During the site plan review process, the Planning & Zoning Commission has encouraged developers to add amenities for patrons such as bicycle racks, pedestrian connectivity, outdoor seating & benches, overhead entry protection for wet weather, architectural features on all visible sides of the structures, transit shelters, garbage containers, complimentary character designed signage and lighting as well as seasonal landscaped areas. All new applications that received approval agreed to these minor site improvements.

Listed below are the Service Commercial Area discussion points from the Joint Planning & Zoning Commission and Comprehensive Plan Committee meetings:

#### **Assets**

- Increased demand for commercial development
- expedited planning process for redevelopment
- Updated planning and zoning tools to address immediate needs
- Enhanced development process by using professional Planner & Engineer along with staff

- Ongoing improvements and financial investments being made with little marketing effort
- Needs

- window displays and maintenance on vacant buildings
- Design standards that reflect the neighborhood character
- Increased curb appeal
- Pedestrian connectivity
- major employers
- New tenants that provide different services than those existing

Goals

(not listed in any specific order and should be considered as funding/resources are available)

- Encourage professional services (medical, dental, emergent care, etc.)
- Encourage other commercial uses that are lacking (small anchor retail, auto dealership, dry cleaning, sit down family restaurant, etc.)
- Research incentives for infill and vacant lot curb appeal improvements
- Continue to work with DelDOT regarding highway entrance/exit
- Rewrite Chapter 440 Zoning to address parking, permitted uses, signage, etc.

Downtown/Central Commercial: The downtown neighborhood has experienced some infill with improvements being made to a few buildings. While the majority of the empty structures are older and may not be up to current building code regulations, they still hold great development potential. Several of the buildings are large and the building footprint takes up the majority of the property; therefore, on-site parking requirements cannot be met. As shown on Exhibit 26, the appropriate zoning for this land use would be C-2 Central Commercial.

The downtown neighborhood should reflect Harrington's small town character with seasonal window displays that encourage the community to shop locally. The downtown in every small town reflects the heart and soul of the community. Downtown is the location of events and gatherings for neighbors and businesses. The community can park their vehicle, walk or ride their bicycles downtown to shop, eat and socialize.

Several of the structures have made improvements, such as:



Sidewalk & Store Front Display



Murals & Painting (with accent trim)



Awnings & Window Lettering



Awning, Window Display & Planters



Awning, Window Display & New Paint

The City of Harrington received funding to reconstruct the sidewalks in the downtown neighborhood. This is a major downtown enhancement project and is currently underway. The project enhanced the downtown character as well as included American Disabilities Act compliance. Pictures during construction and completion are shown:



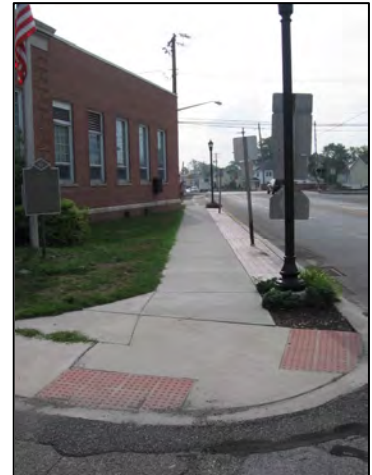
DURING CONSTRUCTION







AFTER CONSTRUCTION



Freedom Park is located on the corner of Fleming Street and Mechanic Street adjacent to the Harrington Police Department. This was a vacant lot with broken pieces of concrete and weeds that was used as an overflow parking lot for the area. The vision of the Harrington Police Department with the support from the Mayor and City Council was to create a centrally located park in the downtown area that would provide a location for multiple community events.

The Park needed to be designed with open space so several different events could be held. The project scope consists of a stage, fence, benches, sign, Christmas tree, flag pole, irrigation and landscaping. Everything listed above has been completed with the exception of the stage, which is currently under construction.



The park has been funded by local donations, seized monies and a grant. This Park could not become a reality without the help from the Harrington American Legion, Harrington Rotary Club, Linda Chick, Remington Vernick & Beach, Instant Rain, Madclay Homes, John Schatzschneider and Bayside Electric.

Listed below are the Downtown/Central Commercial Area discussion points from the Joint Planning & Zoning Commission and Comprehensive Plan Committee meetings:

#### Assets

- Caring business owners and tenants
- Farmers Market location
- Seasonal window and sidewalk displays
- Streetscape improvements
- Neighborhood community presence
- Central community event location
- On-going Curb appeal improvements

- Freedom Park located next to the Police Department

#### Needs

- Railroad tracks-improvements and blend with the downtown character
- Lack of character and maintenance
- Structure and curb appeal improvements
- Signage for downtown directory/map of merchants
- new street lighting for remaining downtown area
- window displays and maintenance on vacant buildings
- Community downtown organization with local business officers and oversight
- Downtown merchant involvement within their business for community events and seasonal decorations

#### Goals

(not listed in any specific order and should be considered as funding/resources are available)

- Conduct Feasibility study for traffic flow, requirements and public parking location
- Update (Chapter 440 Zoning) Central Commercial Zoning district for downtown flexibility
- Encourage sit down restaurants with outdoor seating areas
- Encourage personal services (beauty, barber, copy/fax, etc.)
- Enforce separate utility services for each use
- Preserve character thru creating business friendly design standard regulations
- Integrate the railroad station/tracks with the downtown character
- Assist in marketing walkability and community events with local merchants
- Continue the rotation of the street banners to promote community events
- Permit downtown mixed permitted uses
- Improve the relationship between the City and Norfolk Southern. Conduct master plan and implement improvements such as: bicycle racks, transit bus shelter, benches, planters, downtown directory and common area outdoor sitting areas.
- Continue to support the infrastructure and events at Freedom Park

#### Neighborhood Commercial:

Listed below are the Neighborhood Commercial Area discussion points from the Joint Planning & Zoning Commission and Comprehensive Plan Committee meetings:

#### Assets

- Smaller scale businesses that are community friendly
- These type of land uses serve the local neighborhood within walking distance

#### Needs

- Ensure the neighborhood businesses are those that would not attract large signage, increase in traffic and noise
- Encourage personal service type uses
- Create design standards that would ensure the character of the neighborhood is preserved
- Pursue pedestrian connectivity

#### Goals

## ECONOMIC DEVELOPMENT & REDEVELOPMENT

## CHAPTER 9

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The former Berry Plastics (DE-1526) is a Site Investigation and Restoration Section (SIRS) site.

### GOALS

Goals listed are not in any specific order and should be considered as funding and/or resources are available.

- Evaluate the existing tax incentive program
- Create additional incentives for redevelopment
- Encourage infill as much as possible while preserving the neighborhood character
- Review the commercial vacant building ordinance encouraging seasonal window displays or promoting of community events
- Coordinate economic marketing efforts with State & County Economic Development offices as well as the Central Chamber of Commerce
- Attract and encourage large employer businesses
- Study alternate travel to work transportation methods
- Continue to provide professional planning/engineering services with redevelopment projects for guidance and recommendations throughout the process
- Clearly define an area to be designated as downtown commercial as stated in Chapter 8 and Exhibit 17

**HEALTHY COMMUNITY****CHAPTER 14**

- Physical activity classes for adults while the youth programs are being held
- Evening and weekend hours of operation
- Expansion of other youth recreational programs (basketball, lacrosse, tennis, horseshoes, etc.) based on the Community survey results
- Adult sport programs based on the Community survey results
- Community Weight Loss Challenge Program
- On-site nutrition, weight loss and workout classes

**COMMUNITY ACTION PLAN**

The Community Action Plan was prepared based on numerous discussions with the partnership team and survey data collected from five sectors and six modules. The community area reaches approximately 3,500 people. The areas of concentration were: obesity, physical activity, health awareness and education, tobacco usage, healthy food education and opportunities, and policy and environment change.

The goals from this document are for consideration within the Community and City of Harrington based on survey findings, evaluation of data and input from the partnership team. The goals and associated activities may be changed based on available funding and resources.

- GOAL #1:** DEVELOP A MIXED USE ZONING CLASSIFICATION
- a. Passive and active recreational areas
  - b. Bicycle and sidewalk connectivity

- GOAL #2:** DEVELOP BICYCLE AND PEDESTRIAN PLAN
- GOAL #3:** ADOPT CITY SMOKE AND TOBACCO FREE REGULATIONS FOR ALL CITY OWNED BUILDINGS AND PROPERTIES
- GOAL #4:** PROVIDE CITY OPEN SPACE AND RECREATION STANDARDS
- GOAL #5:** CONDUCT ANNUAL HARRINGTON HEALTHY COMMUNITY DAY
- GOAL #6:** ENCOURAGE HEALTHCARE SCREENINGS
- a. Coordinate joint awareness seminars and educational efforts regarding health screenings and tobacco prevention
  - b. Coordinate on site employee screenings and education awareness for chronic diseases
- GOAL #7:** CONTINUE FARMERS' MARKET
- a. Increase marketing efforts and participations
  - b. Review options for WIC/EBT approved purchases
  - c. Research location, day, and hours to extend opportunities to the community
- GOAL #8:** ENCOURAGE MEDICAL AND DENTAL SERVICES TO LOCATE IN HARRINGTON
- a. Review economic development opportunities and outreach to attract medical services
- GOAL #9:** PROVIDE COMMUNITY TOBACCO AWARENESS
- a. Provide community educational awareness with State of Delaware agencies and American Cancer Society regarding tobacco free usage and locations.
- GOAL #10:** SUPPORT SAFE ROUTES TO SCHOOL PROGRAM
- GOAL #11:** CONTINUE THE CITY AND SCHOOL OUTREACH PARTNERSHIP
- a. Continue to partner with the school for several community programs, including Bicycle Rodeo, Walk to School Day, Special Olympics, food drives, and police safety awareness
- GOAL #12:** ENCOURAGE HEALTHY VENDING MACHINE OPTIONS



**ORDINANCE No. 08-03**

An Ordinance to adopt Source Water Protection Regulations.

WHEREAS, the City of Harrington (hereinafter “City”) residents rely on ground water as their sole source of drinking water; and

WHEREAS, Clean, reliable, and safe drinking water is essential to the public health, safety and welfare to the residents of the City; and

WHEREAS, the protection of existing and proposed sources of water for public consumption is critical to protection of the environment and continued economic prosperity; and

WHEREAS, the State of Delaware Source Water Protection Law of 2001 requires the City to adopt regulations governing the use of land within wellhead protection and excellent groundwater recharge potential areas in order to protect these areas from activities and substances that may harm water quality and subtract from overall water quantity.

**NOW, THEREFORE, THE CITY OF HARRINGTON, KENT COUNTY, DELAWARE, HEREBY ORDAINS:**

**§xx-1. Title**

This chapter shall be known and referred to and cited as the “Source Water Protection Ordinance.”

**§xx-2. Preface**

City of Harrington residents rely exclusively on groundwater as their source of drinking water for both large public water supply systems and individual domestic wells. Although the City has adequate quantities of groundwater, small amounts of pollution may contaminate large quantities of groundwater making it unfit for human consumption, putting our citizens at greater risk of illness and disease, and imposing huge costs on residents and rate payers who will be called upon to finance treatment systems or to secure alternative sources of drinking water. While a number of state environmental programs regulate various types of facilities and activities that are potential sources of contamination, county and municipal governments are responsible for controlling land use that can assist in providing some long-term groundwater protection.

**§xx-3. Purpose and Intent**

The purpose of this ordinance is to ensure that land use activities are conducted in such a way as to minimize the impact on and reduce the risk of contamination to, excellent groundwater recharge areas and wellhead protection areas which are the source for public drinking water in

the City of Harrington. This ordinance is intended to satisfy the requirements of the Delaware Source Water Protection Law 2001 as codified in 7 Delaware Code 60, Subchapter VI Source Water Protection, Section 6082 (a), (b), and (f).

#### **§xx-4. Excellent Groundwater Recharge and Wellhead Protection Area Maps**

1. Maps prepared and adopted by the Delaware Department of Natural Resources and Environmental Control delineating the excellent groundwater recharge and wellhead protection areas in the City of Harrington are hereby adopted in accordance with 7 Delaware Code 60, Subchapter VI Source Water Protection, Section 6082 (a), (b), and (f). These maps shall comprise the Source Water Protection areas in the City. The geographic area of the Source Water Protection area shall be delineated in the City's Comprehensive Plan and Official Zoning Map and is identified as Attachment A of this ordinance.
2. The Delaware Department of Natural Resources and Environmental Control periodically shall provide the City of Harrington with updated excellent groundwater recharge and wellhead protection area maps which, upon approval by the City, shall be adopted and incorporated into this ordinance.
3. The excellent groundwater recharge and wellhead protection areas must be shown on any subdivision plan and any site plan, including those required for conditional uses.

#### **§xx-5. Definitions**

Aboveground Storage Tank (AST) means a single containment vessel greater than 250 gallons as defined in the *Delaware regulations Governing Aboveground Storage Tanks*. ASTs with a storage capacity greater than 12,499 gallons containing petroleum or hazardous substances, and ASTs with a storage capacity greater than 39,999 gallons containing diesels, heating fuel or kerosene are subject to the design, construction, operations, and maintenance requirements of the Delaware AST regulations.

Best Management Practices means structural, nonstructural and managerial techniques that are recognized to be the most effective and practical means to control nonpoint source pollutants yet are compatible with the productive use of the resource to which they are applied. These are used in both urban and agricultural areas.

Contamination means any physical, chemical, biological, or radiological substance that enters the hydrologic cycle through human action and may cause a deleterious effect on ground water resources.

Environmental Assessment Report documents that post-development recharge will be no less than predevelopment recharge for both water quality and quantity when computed on an annual basis. The Environmental Assessment Report at a minimum needs to include the following elements:

1. Site description of proposed development within the water resource protection area.
2. Climatic water balance comparing pre-development and post-development recharge potential for both water quantity and quality
3. Subsurface exploration including borings, test pits, and infiltration tests
4. Design of ground-water recharge facilities that assure water quality as well as water quantity. The design shall be performed in accordance with the *DNREC Supplement to the Source Water Protection Guidance Manual for the Local Governments of Delaware: Ground-water Recharge Design Methodology* dated May 2005 or as later revised.
5. Construction and maintenance considerations.

Excellent Groundwater Recharge Areas means those areas with high percentage of sand and gravel that have “excellent” potential for recharge as determined through a Stack Unit Mapping Analysis delineated by the Delaware Geological Survey and presented in the *Report of Investigations No. 66, Ground-water Recharge Potential Mapping in Kent and Sussex Counties, Delaware, Geological Survey, 2004*. Excellent Groundwater Recharge Areas are delineated on the excellent groundwater recharge area maps described in this ordinance.

Green Technology Best Management Practices (BMP's) means those practices that achieve stormwater management objectives by applying the principles of filtration, infiltration and storage most often associated with natural vegetation and undisturbed soils while minimizing a reliance on structural components. They may also be constructed using an imported soil medium and planted with vegetation designed to promote the natural hydrologic process. These practices include, but are not limited to, vegetative filtration, riparian buffer plantings, bio-retention areas, vegetative flow conveyance, as well as recharge and surface storage in undisturbed natural areas.

Ground Water means the water contained in interconnected pores located below the water table in an unconfined aquifer or located in a confined aquifer.

Hazardous Waste means a solid waste, or combination of solid wastes, which because of its quantity, concentration, or physical, chemical or infectious characteristics may cause or significantly contribute to an increase in mortality, or an increase in serious irreversible or incapacitating illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed. Without limitation, included within this definition are those hazardous wastes described in Sections 261.31, 261.32, 261.33 of the *Delaware Regulations Governing Hazardous Waste*.

Infiltration means the passage or movement of water through the soil profile.

Impervious Cover means the sum of parking lots, roads, buildings, sidewalks, or other created surfaces through which rainwater cannot pass or infiltrate the soil.

Land Disturbing Activity means a land change or construction activity for residential, commercial, industrial, and institutional land use.

Leadership in Energy and Environmental Design (LEED) is a rating system developed and administered by the U.S. Green Building Council based in Washington D.C. It is designed to promote design and construction practices that increase profitability while reducing the negative environmental impacts of buildings and improving occupant health and well-being. The LEED rating system offers four certification levels for new construction which includes Certified, Silver, Gold and Platinum, corresponds to the number of credits accrued in five green design categories: sustainable sites, water efficiency, energy and atmosphere, materials and resources and indoor environmental quality. LEED standards cover new commercial construction and major renovation projects, interiors projects and existing building operations.

On-site Wastewater Treatment and Disposal System means conventional or alternative, wastewater treatment and disposal systems installed or proposed to be installed on land of the owner or on other land to which the owner has the legal right to install the system.

Public Water Supply Well means any well from which the water is used to serve a community water system by Section 22.146 (Public Water Systems) in the *Delaware State Regulations Governing Public Drinking Water Systems*.

Public Drinking Water System means a community, non-community, or non-transient non-community water system, which provides piped water to the public for human consumption. The system must have at least 15 service connections or regularly serve at least 25 individuals daily for at least 60 days.

Runoff means that portion of precipitation or snow melt that has not evaporated or infiltrated into the soil, but flows on land or impervious surfaces.

Source Water Protection Overlay Zone means Wellhead Protection Areas and Excellent Ground Water Recharge Areas.

Stormwater means the runoff of water from the surface of the land resulting from precipitation or snow or ice melt.

Stormwater Management means; for water quantity control, a system of vegetative, structural, and other measures that may control the volume and rate of stormwater runoff, which may be caused by land disturbing activities or activities upon the land; and for water quality control, a system of vegetative, structural, and other measures that control adverse effects on water quality that may be caused by land disturbing activities upon the land.

Underground Storage Tank (UST) means one or a combination of Tanks including underground pipes, the volume of which is 10% or more below ground, as defined in the *Delaware Regulations Governing Underground Storage Tank Systems*, dated March 12, 1995. The following USTs are not subject to the design, construction, operation, and maintenance requirements of the Delaware UST Regulations: Residential Heating Fuel, Agricultural, and Residential Motor Fuel USTs less than 1,100 gallons and any UST less than 110 gallons.



Water Quality means those characteristics of stormwater runoff from an impervious surface or a land disturbing activity that relate to the chemical, physical, biological, or radiological integrity of water.

Water Quantity means:

- 1) Those characteristics of stormwater runoff that relate to the volume of stormwater runoff to downstream-gradient areas resulting from land disturbing activities.
- 2) Those characteristics of stormwater that relate to the volume of stormwater that infiltrates the land surface and enters the underlying aquifer.

Wellhead Protection Areas mean the surface and subsurface area surrounding a water well or well field supplying a public water system through which contaminants are likely to reach such well, or well field. Wellhead protection areas are delineated on the wellhead protection area maps described in this ordinance.

#### **§xx-6. Applicability**

1. All major subdivisions, conditional use site plans, site plans, and revised subdivision or site plans received for approval or re-approval by the Planning Commission shall meet the requirements set forth herein prior to approval, except as provided in Subsection **xx-8**, Exemptions, below
2. All public drinking water well systems constructed after the effective date of this ordinance are required to comply with this ordinance.
3. For developments that are located partially in either a Tier 1 or Tier 2 Source Water Protection Area, only those areas in a Source Water Protection Area are required to comply with this ordinance; and
4. Existing developed land which is located in either Tier 1 or Tier 2 Source Water Protection areas will be treated as a nonconforming use.
5. The uses and bulk standards which govern the underlying zoning designations attached to the properties within the Source Water Protection Area shall apply in all instances except where uses are specifically prohibited by this section and except pertaining to impervious cover. Where issues of impervious cover are concerned, the provisions of the Source Water Protection Area are the governing provisions, overriding the existing zoning for the property.

#### **§xx-7. Source Water Protection Overlay Zone Standards**

Notwithstanding all applicable provisions contained in the City of Harrington General Code and all applicable State and Federal regulations the following requirements shall apply:

1. Tier 1 — Surface area extending 100' radius around the wellhead.



- a. Impervious cover shall be prohibited on lands located in a Tier I area with the exception of buildings and access associated with the well and related treatment and distribution facilities.
  - b. The natural runoff flowing into a Tier 1 area shall be allowed and all new stormwater run-off shall be diverted around the Tier 1 area.
  - c. The following uses are prohibited in Tier 1 areas:
    - i. On-site community wastewater treatment and disposal systems.
    - ii. Underground storage tanks as regulated by DNREC.
    - iii. Aboveground storage tanks as regulated by DNREC.
    - iv. Junk/scrap/salvage yard.
    - v. Mines/gravel pit.
2. Tier 2 — Remaining surface area of the wellhead protection area outside of Tier 1 and excellent groundwater recharge areas.
- a. New development in Tier 2 Source Water Protection Areas may not exceed 35% gross impervious cover.
  - b. New development may exceed the 35% gross impervious cover threshold up to the limits for gross impervious cover set within the zoning code provided that either all stormwater is:
    - i. Treated according to Green Technology Best Management Practices to remove contaminants; and
    - ii. Directed into either underground recharge systems or into permeable surfaces within the excellent groundwater recharge area.
- OR
- i. The project is LEED certified (Leadership in Energy and Environmental Design) in the sustainable sites category.
  - c. New development may exceed the 35% gross impervious cover threshold if the applicant demonstrates through an environmental assessment report prepared by a registered professional geologist, or registered professional engineer familiar with the hydro geologic characteristics of Kent County

and the City of Harrington, using climatic water budget that the post-development recharge quantity will meet or exceed the pre-development recharge quantity.

- d. For all new construction, all structures except for residential dwellings shall be required to discharge roof drains into underground recharge systems or into permeable surfaces. No discharge by roof drains to impervious surfaces except for residential dwellings is permitted in excellent groundwater recharge areas.
- e. The following uses are prohibited in Tier 2 Source Water Protection Areas:
  - i. On-site community wastewater treatment and disposal systems.
  - ii. Underground storage tanks as regulated by DNREC.
  - iii. Chemical processing/storage facility.
  - iv. Junk/scrap/salvage yard.
  - v. Mines/gravel pit.
- f. Stormwater shall be treated with best management practices that include, but are not limited, to vegetative filter strips, water quality inlets, stormwater wetlands, wet extended detention ponds, bioretention swales and sand filters, to remove contaminants.

#### **§xx-8. Exemptions**

The following are exempt from the requirements of this ordinance:

- 1. Private residential wells serving individual households
- 2. Wells used for agricultural purposes
- 3. Replacement wells
- 4. Minor subdivisions
- 5. Designated well areas in existing recorded subdivisions
- 6. Revisions to recorded subdivision plans that do not result in the creation of additional lots
- 7. Minor changes or alterations to approved site plans

8. Conditional use applications not requiring site plan review
9. Site plans exempted from review by the Planning Commission (Category B, Administrative Reviews)
10. Improvements to existing residential lots, including additions to existing one-family dwellings, the placement of sheds, and fences; and
11. Subdivision and land development projects that have been submitted for concept or preliminary plan approval by the Planning Commission.
12. Properties for which the owner has filed a request for annexation prior to December 31, 2007, provided, that, the owner submits an application for concept plan or preliminary plan approval within 120 days of annexation and proceeds diligently through the planning process.

#### **§xx-9. Severability**

The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of Delaware by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

#### **§xx-10. Effective Date**

This Ordinance shall be effective December 31, 2008.

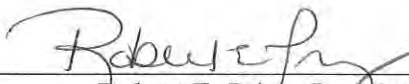
Repealer: All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.


First Reading: July 7, 2008


Public Hearing and Second Reading: August 4, 2008


Published: The Journal - 7/16/08 & 7/30/08 - DSN - 7/13/08 & 7/27/08

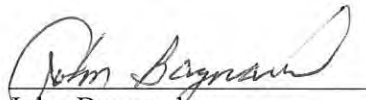


Robert E. Price, Jr., Mayor


  
Cheryl J. Lahman  
Vice-Mayor

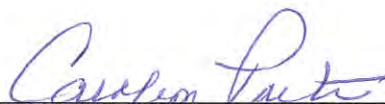
  
Wayne Porter  
Council Member

  
Kenneth Stubbs  
Council Member

  
John Baynard  
Council Member

  
Leonard Englehart  
Council Member

  
David Adams  
Council Member

Attest:   
Carolyn Porter, Clerk of Council

Date of Adoption: 8-4-08

**CITY OF HARRINGTON  
ORDINANCE NO. 14-03**

**AN ORDINANCE TO REPEAL CHAPTER 212, FLOODPLAIN REGULATIONS, OF THE CODE OF THE CITY OF HARRINGTON AND TO ADOPT A NEW CHAPTER 212, FLOODPLAIN REGULATIONS, TO ADOPT FLOOD HAZARD MAPS, TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ADOPT ADMINISTRATIVE PROCEDURES, AND TO ADOPT CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS, AND FOR OTHER PURPOSES**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARRINGTON IN COUNCIL MET:

**Section 1.** That Chapter 212 shall be amended by deleting the existing chapter and substituting in lieu thereof the following:

**Chapter 212, Floodplain Regulations**

**Article I. General Provisions and Definitions.**

**§ 212-1. Findings.**

The Federal Emergency Management Agency (FEMA) has identified special flood hazard areas within the boundaries of the City of Harrington. Special flood hazard areas are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare. Structures that are inadequately elevated, improperly floodproofed, or otherwise unprotected from flood damage also contribute to the flood loss.

The City of Harrington, by resolution, agreed to meet the requirements of the National Flood Insurance Program and was accepted for participation in the program on June 1, 1977. As of that date or the initial effective date of the City of Harrington Flood Insurance Rate Map, all development and new construction as defined herein, are to be compliant with these regulations.

**§ 212-2. Statement of Purpose.**

It is the purpose of these regulations to promote the public health, safety and general welfare, and to:

- (A) Protect human life, health and welfare;



- (B) Encourage the utilization of appropriate construction practices in order to prevent or minimize flood damage in the future;
- (C) Minimize flooding of water supply and sanitary sewage disposal systems;
- (D) Maintain natural drainage;
- (E) Reduce financial burdens imposed on the community, its governmental units and its residents, by discouraging unwise design and construction of development in areas subject to flooding;
- (F) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (G) Minimize prolonged business interruptions;
- (H) Minimize damage to public facilities and other utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges;
- (I) Reinforce that those who build in and occupy special flood hazard areas should assume responsibility for their actions;
- (J) Minimize the impact of development on adjacent properties within and near flood prone areas;
- (K) Provide that the flood storage and conveyance functions of the floodplain are maintained;
- (L) Minimize the impact of development on the natural and beneficial functions of the floodplain;
- (M) Prevent floodplain uses that are either hazardous or environmentally incompatible; and
- (N) Meet community participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

### **§ 212-3. Areas to Which These Regulations Apply.**

These regulations shall apply to all special flood hazard areas within the jurisdiction of the City of Harrington, as identified in Section 212-4.

### **§ 212-4. Basis for Establishing Special Flood Hazard Areas.**

For the purposes of these regulations, the following are adopted by reference as a part of these regulations and serve as the basis for establishing special flood hazard areas:

- (A) The FEMA Flood Insurance Study for Kent County, Delaware and Incorporated Areas dated July 7, 2014 and all subsequent amendments and/or the most recent revision thereof.
- (B) The FEMA Flood Insurance Rate Map for Kent County, Delaware and Incorporated Areas dated July 7, 2014, and all subsequent amendments and/or the most recent revision thereof.
- (C) Other hydrologic and hydraulic engineering studies and/or maps prepared pursuant to these regulations or for other purposes, and which establish base flood elevations, delineate 100-year floodplains, floodways or other areas of special flood hazard.
- (D) The City of Harrington may identify and regulate new local flood hazard or ponding areas. These areas should be delineated and adopted on a "Local Flood Hazard Map" using best available topographic data and locally derived information such as flood of record, historic high water marks or approximate study methodologies.
- (E) Where field surveyed topography indicates that ground elevations are below the closest applicable base flood elevation, even in areas not delineated as a special flood hazard area on a flood hazard map, the area shall be considered as special flood hazard area.

Maps and studies that establish special flood hazard areas are on file at the City Hall, Harrington, Delaware.

#### **§ 212-5. Abrogation and Greater Restrictions.**

These regulations are not intended to repeal or abrogate any existing ordinances including subdivision regulations, zoning ordinances or building codes. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall govern. These regulations shall not impair any deed restriction, covenant or easement, but the land subject to such interests shall also be governed by these regulations.

#### **§ 212-6. Interpretation.**

In the interpretation and application of these regulations, all provisions shall be:

- (A) Considered as minimum requirements;
- (B) Liberally construed in favor of the governing body;

- (C) Deemed neither to limit nor repeal any other powers granted under state statutes; and
- (D) Where a provision of these regulations may be in conflict with a state or Federal law, such state or Federal law shall take precedence, where more restrictive.

#### **§ 212-7. Warning and Disclaimer of Liability.**

The degree of flood protection required by these regulations is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. These regulations do not imply that land outside of the special flood hazard areas or uses that are permitted within such areas will be free from flooding or flood damage. These regulations shall not create liability on the part of the City of Harrington, any officer or employee thereof, or the Federal Emergency Management Agency, for any flood damage that results from reliance on these regulations or any administrative decision lawfully made thereunder.

#### **§ 212-8. Severability.**

Should any section or provision of these regulations be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

#### **§ 212-9. Definitions.**

Unless specifically defined below, words or phrases used in these regulations shall be interpreted so as to give them the meaning they have in common usage and to give these regulations the most reasonable application.

**Accessory Structure**: A structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal structure.

**Area of Shallow Flooding**: A designated Zone AO on a community's Flood Insurance Rate Map with a one percent annual chance or greater of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

**Base Flood**: The flood having a one percent chance of being equaled or exceeded in any given year; the base flood also is referred to as the 100-year flood (or the 1%-annual-chance flood).

**Base Flood Discharge:** The volume of water resulting from a Base Flood as it passes a given location within a given time, usually expressed in cubic feet per second (cfs).

**Base Flood Elevation:** The water surface elevation of the base flood in relation to the datum specified on the community's Flood Insurance Rate Map. In areas of shallow flooding, the base flood elevation is the natural grade elevation plus the depth number specified in feet on the Flood Insurance Rate Map, or at least 2 feet if the depth number is not specified.

**Basement:** Any area of the building having its floor subgrade (below ground level) on all sides.

**Development:** Any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, placement of manufactured homes, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

**Dry Floodproofing:** Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

**Elevation Certificate:** The *National Flood Insurance Program, Elevation Certificate* (FEMA Form 086-0-33), used to document building elevations and other information about buildings. When required to be certified, the form shall be completed by a licensed professional land surveyor.

**Enclosure Below the Lowest Floor:** An unfinished or flood resistant enclosure usable solely for parking of vehicles, building access, or storage, in an area other than a basement.

**Federal Emergency Management Agency (FEMA):** The federal agency with the overall responsibility for administering the National Flood Insurance Program.

**FEMA Technical Bulletin:** A series of guidance documents published by FEMA to provide guidance concerning building performance standards of the National Flood Insurance Program. See sections where specific TBs are identified.

**Flood or Flooding:** A general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters, and/or
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

**Flood Damage-Resistant Materials:** Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. See FEMA Technical Bulletin #2 – *Flood Damage-Resistant Materials Requirements* and FEMA Technical Bulletin #8 – *Corrosion Protection for Metal Connectors in Coastal Areas*.

**Flood Insurance Rate Map (FIRM):** An official map on which the Federal Emergency Management Agency has delineated special flood hazard areas to indicate the magnitude and nature of flood hazards, and to designate applicable flood zones.

**Zone A:** Special flood hazard areas inundated by the 1% annual chance flood; base flood elevations are not determined.

**Zone AE:** Special flood hazard areas subject to inundation by the 1% annual chance flood; base flood elevations are determined; floodways may or may not be determined.

**Zone AO:** Areas of shallow flooding, with or without a designated average flood depth.

**Zone X (shaded):** Areas subject to inundation by the 500-year flood (0.2% annual chance); areas subject to the 1% annual chance flood with average depths of less than 1 foot or with contributing drainage area less than 1 square mile; and areas protected by levees from the base flood.

**Zone X (unshaded):** Areas determined to be outside the 1% annual chance flood and outside the 500-year floodplain.

**Zone VE:** Special flood hazard areas subject to inundation by the 1% annual chance flood and subject to high velocity wave action (also referred to as coastal high hazard areas).

**Limit of Moderate Wave Action (LiMWA):** The inland limit of the area affected by waves greater than 1.5 feet during the base flood. Base flood conditions between the Zone VE and the LiMWA will be similar to, but less severe than, those in the Zone VE.

**Flood Insurance Study:** The official report in which the Federal Emergency Management Agency has provided flood profiles, floodway information, and the water surface elevations.

**Floodplain:** Any land area susceptible to being inundated by water from any source (see "Flood" or "Flooding").

**Floodproofing Certificate:** The *National Flood Insurance Program, Floodproofing Certificate for Non-Residential Structures* (FEMA Form 86-0-34),



used by registered professional engineers and architects to certify dry floodproofing designs.

**Floodway:** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to pass the base flood discharge such that the cumulative increase in the water surface elevation of the base flood discharge is no more than a designated height.

**Freeboard:** A factor of safety usually expressed in feet above a flood elevation for the purposes of floodplain management. Freeboard tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, obstructed bridge openings, debris and ice jams, and the hydrologic effect of urbanization in a watershed.

**Functionally Dependent Use:** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water; the term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

**Highest Adjacent Grade:** The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**Historic Structure:** Any structure that is:

- (1) Individually listed in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (3) Determined eligible for listing on the National Register of Historic Places by the Delaware State Historic Preservation Officer; or
- (4) Determined to contribute to the historic significance of a district that has been determined by the Delaware State Historic Preservation Officer, to be eligible for listing on the National Register of Historic Places.

**Hydrologic and Hydraulic Engineering Analysis:** An analysis performed by a professional engineer, licensed in the State of Delaware, in accordance with standard engineering practices as accepted by FEMA, used to determine the

base flood, other frequency floods, flood elevations, floodway information and boundaries, and flood profiles.

**Letter of Map Change:** A Letter of Map Change is an official FEMA determination, by letter, to amend or revise an effective Flood Insurance Rate Map, Flood Boundary and Floodway Map, and Flood Insurance Study. Letters of Map Change include:

**Letter of Map Amendment (LOMA):** An amendment based on technical data showing that a property was inadvertently included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property is not located in a special flood hazard area.

**Letter of Map Revision (LOMR):** A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. One common type of LOMR, a Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood; in order to qualify for this determination, the fill must have been permitted and placed in accordance with these regulations.

**Conditional Letter of Map Revision (CLOMR):** A formal review and comment as to whether a proposed flood protection project complies with the minimum National Flood Insurance Program requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not amend or revise effective Flood Insurance Rate Maps, Flood Boundary and Floodway Maps, or Flood Insurance Studies; upon submission to and approval of certified as-built documentation, a Letter of Map Revision may be issued.

**Lowest Floor:** The lowest floor of the lowest enclosed area (including basement) of a structure. This definition excludes an "enclosure below the lowest floor" which is an unfinished or flood resistant enclosure usable solely for parking of vehicles, building access or storage, in an area other than a basement area, provided that such enclosure is built in accordance with the applicable design requirements specified in these regulations for enclosures below the lowest floor.

**Manufactured Home:** A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

**New Construction:** Buildings and structures for which the "start of construction" commenced on or after June 1, 1977, including any subsequent improvements to such structures

**Person:** An individual or group of individuals, corporation, partnership, association, or any other entity, including state and local governments and agencies.

**Recreational Vehicle:** A vehicle which is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled or permanently towable by a light duty truck, and designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**Special Flood Hazard Area:** The land in the floodplain subject to a one percent or greater chance of flooding in any given year. Special flood hazard areas are designated by the Federal Emergency Management Agency in Flood Insurance Studies and on Flood Insurance Rate Maps as Zones A, AE, AO, and Zone VE. The term includes areas shown on other flood hazard maps that are specifically listed or otherwise described in Section 212-4.

**Start of Construction:** The date of issuance of permits for new construction and substantial improvements, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within six months of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory structures, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**Structure (or Building):** For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

**Substantial Damage:** Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**Substantial Improvement:** Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified prior to the application for a development permit by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

**Violation:** The failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the Elevation Certificate, other certifications, or other evidence of compliance required in these regulations is presumed to be in violation until such time that documentation is provided.

## **Article II. Administration.**

### **§ 212-10. Designation of the Floodplain Administrator.**

The City Manager, and/or his/her designee, is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator is authorized to: (A) Fulfill the duties and responsibilities set forth in these regulations, (B) Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees, or (C) Enter into a written agreement or written contract with another jurisdiction or agency, or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

### **§ 212-11. Duties and Responsibilities of the Floodplain Administrator.**

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

- (A) Review applications for permits to determine whether proposed activities will be located in special flood hazard areas.
- (B) Interpret floodplain boundaries and provide flood elevation and flood hazard information.
- (C) Review applications to determine whether proposed activities will be reasonably safe from flooding.

- (D) Review applications to determine whether all necessary permits have been obtained from those Federal, state or local agencies from which prior or concurrent approval is required.
- (E) Verify that applicants proposing to alter or relocate a watercourse have notified adjacent communities and the Delaware Department of Natural Resources and Environmental Control (Division of Watershed Stewardship), and have submitted copies of such notifications to the Federal Emergency Management Agency.
- (F) Issue permits to develop in special flood hazard areas when the provisions of these regulations have been met, or disapprove the same in the event of noncompliance.
- (G) Inspect buildings and lands to determine compliance with these regulations or to determine if noncompliance has occurred or violations have been committed.
- (H) Review submitted Elevation Certificates for completeness.
- (I) Submit to FEMA data and information necessary to maintain flood hazard maps, including hydrologic and hydraulic engineering analyses prepared by or for the City of Harrington, corrections to labeling or planimetric details, etc.
- (J) Maintain and permanently keep all records for public inspection that are necessary for the administration of these regulations including Flood Insurance Rate Maps, Letters of Map Amendment and Revision, records of issuance and denial of permits, determinations of whether development is in or out of special flood hazard areas for the purpose of issuing permits, elevation certificates, other required certifications, variances, and records of enforcement actions taken for violations of these regulations.
- (K) Enforce the provisions of these regulations.
- (L) Assist with and coordinate flood hazard map maintenance activities.
- (M) Conduct determinations as to whether existing buildings and structures damaged by any cause and located in special flood hazard areas, have been substantially damaged.
- (N) Make reasonable efforts to notify owners of substantially damaged buildings and structures of the need to obtain a permit prior to repair, rehabilitation, or reconstruction, and to prohibit the non-compliant repair of substantially-damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a structure to prevent additional damage.



- (O) Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, state, and local agencies to assist with substantial damage determinations; providing owners of damaged structures materials and other information related to the proper repair of damaged structures in special flood hazard areas; and assisting owners with National Flood Insurance Program claims for Increased Cost of Compliance payments.
- (P) Notify the Federal Emergency Management Agency when the corporate boundaries of the City of Harrington have been modified.

#### **§ 212-12. Permits Required.**

It shall be unlawful for any person or entity to begin construction or other development which is wholly within, partially within, or in contact with any identified special flood hazard area, as established in Section 212-4, including but not limited to: subdivision of land, filling, grading, or other site improvements and utility installations; construction, alteration, remodeling, improvement, replacement, reconstruction, repair, relocation, or expansion of any building or structure; placement or replacement of a manufactured home; recreational vehicles; installation or replacement of storage tanks; or alteration of any watercourse, until a permit is obtained from the City of Harrington. No such permit shall be issued until the requirements of these regulations have been met.

#### **§ 212-13. Application Required.**

Application for a permit shall be made by the owner of the property or his/her authorized agent, herein referred to as the applicant, prior to the actual start of construction. The application shall be on a form furnished for that purpose.

##### **(A) Application Contents.**

At a minimum, applications shall include:

- (1) Site plans drawn to scale showing the nature, location, dimensions, existing and proposed topography of the area in question, the limits of any portion of the site that was previously filled, and the location of existing and proposed structures, excavation, filling, storage of materials, drainage facilities, and other proposed activities.
- (2) Elevation of the existing natural ground where structures are proposed, referenced to the datum on the Flood Insurance Rate Map, and an Elevation Certificate that shows the ground elevation and proposed building elevations (identified in Section C of the

Elevation Certificate as "Construction Drawings").

- (3) Delineation of special flood hazard areas, floodway boundaries, flood zones, and base flood elevations. Where surveyed natural ground elevations are lower than the base flood elevations, base flood elevations shall be used to delineate the boundary of special flood hazard areas. If proposed, changes in the delineation of special flood hazard areas shall be submitted to and approved by FEMA in accordance with Section 212-13(B). Where special flood hazard areas are not delineated or base flood elevations are not shown on the flood hazard maps, the Floodplain Administrator has the authority to require the applicant to use information provided by the Floodplain Administrator, information that is available from other sources, or to determine such information using accepted engineering practices.
- (4) For subdivision proposals and development proposals containing at least 50 lots or at least 5 acres, whichever is the lesser, and where base flood elevations are not shown on Flood Insurance Rate Maps, hydrologic and hydraulic engineering analyses and studies as required by Section 212-19(D).
- (5) Elevation of the lowest floor, including basement, or elevation of the bottom of the lowest horizontal structural member, as applicable to the flood zone, of all proposed structures, referenced to the datum on the Flood Insurance Rate Maps.
- (6) Such other material and information as may be requested by the Floodplain Administrator necessary to determine conformance with these regulations.
- (7) For work on an existing structure, including any improvement, addition, repairs, alterations, rehabilitation, or reconstruction, sufficient information to determine if the work constitutes substantial improvement, including:
  - (a) Documentation of the market value of the structure before the improvement is started or before the damage occurred.
  - (b) Documentation of the actual cash value of all proposed improvement work, or the actual cash value of all work necessary to repair and restore damage to the before damaged condition, regardless of the amount of work that will be performed.
- (8) Certifications and/or technical analyses prepared or conducted by an appropriate design professional licensed in the State of Delaware, as appropriate to the type of development activity

proposed and required by these regulations:

- (a) Floodproofing Certificate for dry floodproofed non-residential structures, as required in Section 212-28.
- (b) Certification that flood openings that do not meet the minimum requirements of Section 212-27(B)(3)(b) are designed to automatically equalize hydrostatic flood forces.
- (c) Technical analyses to document that the flood carrying capacity of any watercourse alteration or relocation will not be diminished and documentation of maintenance assurances as required in Section 212-30(C).
- (d) Hydrologic and hydraulic engineering analyses demonstrating that the cumulative effect of proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood by more than one foot in special flood hazard areas where the Federal Emergency Management Agency has provided base flood elevations but has not delineated a floodway, as required by Section 212-30(B).
- (e) Hydrologic and hydraulic engineering analyses of any development proposed to be located in an identified floodway, as required by Section 212-30(A).
- (f) Hydrologic and hydraulic engineering analyses to develop base flood elevations for subdivisions and large-lot developments, as required by Section 212-19(D) or otherwise required by the Floodplain Administrator.

#### **(B) Right to Submit New Technical Data**

The applicant has the right to seek a Letter of Map Change and to submit new technical data to FEMA regarding base maps, topography, special flood hazard area boundaries, floodway boundaries, and base flood elevations. Such submissions shall be prepared in a format acceptable by FEMA and the Floodplain Administrator shall be notified of such submittal. Submittal requirements and processing fees shall be the responsibility of the applicant.

#### **(C) Requirement to Submit New Technical Data**

The Floodplain Administrator shall notify FEMA of physical changes affecting flood hazard areas and flooding conditions by submitting technical or scientific data as soon as practicable, but not later than six (6) months after the date such information becomes available. The Floodplain Administrator has the

authority to require applicants to submit technical data to FEMA for Letters of Map Change.

## **§ 212-14. Review, Approval or Disapproval.**

### **(A) Review**

The Floodplain Administrator shall:

- (1) Review applications for development in special flood hazard areas to determine the completeness of information submitted. The applicant shall be notified of incompleteness or additional information required to support the application.
- (2) Review applications for compliance with these regulations after all information required in Section 212-13 or identified and required by the Floodplain Administrator has been received.
- (3) Review all permit applications to assure that all necessary permits have been received from those federal, state or local governmental agencies from which prior approval is required. The applicant shall be responsible for obtaining such permits, including but not limited to:
  - (a) Permits issued by the U.S. Army Corps of Engineers under Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act, and the Delaware Environmental Protection Agency under Section 401 of the Clean Water Act.
  - (b) Permits required by the State of Delaware.

### **(B) Approval or Disapproval**

The Floodplain Administrator shall approve applications that comply with the applicable requirements of these regulations. The Floodplain Administrator shall disapprove applications for proposed development that does not comply with the applicable provisions of these regulations and shall notify the applicant of such disapproval, in writing, stating the reasons for disapproval.

### **(C) Expiration of Permit**

A permit is valid provided the actual start of construction occurs within six months of the date of permit issuance. If the actual start of construction is not within six months of the date of permit issuance, requests for extensions shall be submitted in writing. Upon reviewing the request and the permit for continued compliance with these regulations, the Floodplain Administrator

may grant, in writing, one or more extensions of time, for periods not more than six months each.

#### **§ 212-15. Inspections.**

The Floodplain Administrator shall make periodic inspections of development permitted in special flood hazard areas, at appropriate times throughout the period of construction in order to monitor compliance. Such inspections may include:

- (A) Stake-out inspection, to determine location on the site relative to the special flood hazard area and floodway.
- (B) Foundation inspection, upon placement of the lowest floor and prior to further vertical construction, to collect information or certification of the elevation of the lowest floor.
- (C) Enclosure inspection, including crawlspaces, to determine compliance with applicable provisions.
- (D) Utility inspection, upon installation of specified equipment and appliances, to determine appropriate location with respect to the base flood elevation.
- (E) Storage of materials.

#### **§ 212-16. Submissions Required Prior to Issuance of a Certificate of Occupancy.**

The following certifications are required to be submitted by the permittee for development that is permitted in special flood hazard areas prior to the issuance of a Certificate of Occupancy:

- (A) For new or substantially improved residential structures or nonresidential structures that have been elevated, an Elevation Certificate that shows the ground elevation and finished elevations (identified in Section C of the Elevation Certificate as "Finished Construction").
- (B) For nonresidential structures that have been dry floodproofed, a Floodproofing Certificate based on "Finished Construction" (identified in Section II).
- (C) For all development activities subject to the requirements of Section 212-13(B), a Letter of Map Revision shall be provided.

#### **§ 212-17. Flood Insurance Rate Map Use and Interpretation.**



The Floodplain Administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries. The following shall apply to the use and interpretation of special flood hazard maps and data:

- (A) In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified special flood hazard areas, any other flood hazard data available from a federal, state, or other source shall be reviewed and reasonably used. When a Preliminary Flood Insurance Rate Map has been provided by FEMA to identify base flood elevations where such elevations were not previously shown, the base flood elevations on the Preliminary Flood Insurance Rate Map shall be used.
- (B) Special flood hazard area delineations, base flood elevations, and floodway boundaries on FEMA maps and in FEMA studies shall take precedence over delineations, base flood elevations, and floodway boundaries by any other source that reflect a reduced special flood hazard area, reduced floodway width and/or lower base flood elevations.
- (C) Other sources of data shall be reasonably used, with the approval of the Floodplain Administrator, if they show increased base flood elevations and/or larger floodway areas than are shown on FEMA flood maps and studies.
- (D) Where field surveyed topography indicates that ground elevations are below the base flood elevation, even in areas not delineated as a special flood hazard on a flood hazard map, the area shall be considered as special flood hazard area.

### **Article III. Requirements in all Special Flood Hazard Areas.**

#### **§ 212-18. Application of Requirements.**

The general requirements of this section apply to all development proposed within special flood hazard areas identified in Section 212-4.

#### **§ 212-19. Subdivisions and Developments.**

- (A) All subdivision and development proposals shall be consistent with the need to minimize flood damage and are subject to all applicable standards in these regulations.
- (B) All subdivision and development proposals shall have utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.

- (C) All subdivision and developments proposals shall have adequate drainage provided to reduce exposure to flood damage.
- (D) All subdivision proposals and development proposals containing at least 50 lots or at least 5 acres, whichever is the lesser, in FEMA-delineated special flood hazard areas where base flood elevation data are not available, shall be supported by hydrologic and hydraulic engineering analyses that determine base flood elevations and floodway delineations. The analyses shall be prepared by a licensed professional engineer in a format required by FEMA for a Conditional Letter of Map Revision or Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant.

**§ 212-20. Protection of Water Supply and Sanitary Sewage Systems.**

- (A) New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.
- (B) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into systems and discharges from systems into floodwaters.
- (C) On-site waste disposal systems shall be located to avoid impairment to or contamination from them during conditions of flooding.

**§ 212-21. Buildings and Structures.**

All new construction of buildings and structures, including placement of manufactured homes and substantial improvements to existing buildings and structures, that are to be located, in whole or in part, in special flood hazard areas shall meet the following requirements.

- (A) Be designed (or modified) and constructed to safely resist flood loads. The construction shall provide a complete load path capable of transferring all loads from their point of origin through the load-resisting elements to the foundation. Buildings and structures shall be designed, connected and anchored to resist flotation, collapse or permanent lateral movement due to structural loads and stresses from flooding equal to the design flood elevation, including hydrodynamic and hydrostatic loads and the effects of buoyancy.
- (B) Be constructed by methods and practices that minimize flood damage.
- (C) Use flood damage-resistant materials below the elevation of the lowest floor. See FEMA Technical Bulletin #2 – *Flood Damage-Resistant Materials Requirements* and FEMA Technical Bulletin #8 – *Corrosion Protection for Metal Connectors in Coastal Areas*.

- (D) Have electrical systems, equipment and components, and heating, ventilating, air conditioning, and plumbing appliances, plumbing fixtures, duct systems, and other service equipment located at or above the elevation of the lowest floor. Electrical wiring systems are permitted to be located below the elevation of the lowest floor provided they conform to the provisions of the electrical part of this code for wet locations. If replaced as part of a substantial improvement, electrical systems, equipment and components, and heating, ventilation, air conditioning, and plumbing appliances, plumbing fixtures, duct systems, and other service equipment shall meet the requirements of this section. See FEMA Technical Bulletin #4 – *Elevator Installation*.
- (E) As an alternative to Section 212-21(D), electrical systems, equipment and components, and heating, ventilating, air conditioning, and plumbing appliances, plumbing fixtures, duct systems, and other service equipment are permitted to be located below the elevation of the lowest floor provided that they are designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of the base flood.
- (F) Meet the specific requirements of Article IV.
- (G) In a special flood hazard area with more than one designation (Zones A, AE, and AO, floodway), meet the requirements of the most restrictive designation.

#### **§ 212-22. Fill.**

- (A) Disposal of fill, including but not limited to rubble, construction debris, woody debris, and trash, shall not be permitted in special flood hazard areas.
- (B) Where permitted by Article IV (Zones A, AE, and AO), fill placed for the purpose of raising the ground level and to support a building or structure shall meet the following requirements:
  - (1) Extend laterally from the building footprint to provide for adequate access, as a function of use; the Floodplain Administrator may seek advice from the State Fire Marshal's Office and/or the local fire services agency.
  - (2) Placed and compacted to provide for stability under conditions of rising and falling floodwaters and resistance to erosion, scour, and settling.
  - (3) Consist of soil or rock materials only.

- (4) Sloped no steeper than one (1) vertical on two (2) horizontal, unless approved by the Floodplain Administrator.
  - (5) Designed with provisions for adequate drainage and no adverse effect on adjacent properties.
- (C) Fill placed for a purpose other than to support a building or structure shall meet the requirements of Section 212-22(B)(2) through (B)(5).

#### **§ 212-23. Historic Structures.**

Repair, alteration, or rehabilitation of historic structures shall be subject to the requirements of these regulations unless a determination is made that compliance with these regulations will preclude the structure's continued designation as a historic structure and a variance is granted in accordance with Article V and such variance is the minimum necessary to preserve the historic character and design of the structure.

#### **§ 212-24. Recreational Vehicles.**

- (A) Recreational vehicles in special flood hazard areas shall be fully licensed and ready for highway use, and shall be placed on a site for less than 180 consecutive days.
- (B) Recreational vehicles that are not fully licensed and ready for highway use, or that are to be placed on a site for more than 180 consecutive days, shall meet the requirements of Section 212-27(C) for manufactured homes.

#### **§ 212.25. Gas or Liquid Storage Tanks.**

- (A) Underground tanks in special flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.
- (B) Above-ground tanks in special flood hazard areas shall be elevated and anchored to or above the base flood elevation plus 18 inches or shall be anchored at-grade and designed and constructed to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.
- (C) In special flood hazard areas, tank inlets, fill openings, outlets and vents shall be:
  - (1) At or above the base flood elevation or fitted with covers designed

to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the base flood.

- (2) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.

#### **Article IV. Specific Requirements in Special Flood Hazard Areas.**

##### **§ 212-26. General Requirements.**

In addition to the general requirements of Article III, the requirements of this section apply to all development proposed in special flood hazard areas.

##### **§ 212-27. Residential Structures and Residential Portions of Mixed Use Structures.**

###### **(A) Elevation Requirements**

- (1) The lowest floor (including basement) shall be elevated to or above the base flood elevation plus 18 inches.
- (2) In areas of shallow flooding (Zone AO), the lowest floor (including basement) shall be elevated at least as high above the highest adjacent grade as the depth number specified in feet on the Flood Insurance Rate Map plus 18 inches, or at least 2 feet plus 18 inches if a depth number is not specified; adequate drainage paths shall be provided to guide floodwaters around and away from the structure.
- (3) Enclosures below the lowest floor shall meet the requirements of Section 212-27(B).

###### **(B) Enclosures Below the Lowest Floor**

- (1) Enclosures below the lowest floor shall be used solely for parking of vehicles, building access, crawlspaces, or limited storage.
- (2) Enclosures below the lowest floor shall be constructed using flood damage-resistant materials. See FEMA Technical Bulletin #2 – *Flood Damage-Resistant Materials Requirements*.
- (3) Enclosures below the lowest floor (including crawlspaces) shall be provided with flood openings which shall meet the following criteria (see FEMA Technical Bulletin #1 – *Openings in Foundation Walls and Walls of Enclosures*):



- (a) There shall be a minimum of two openings on different sides of each enclosed area; if a building has more than one enclosed area below the design flood elevation, each area shall have openings on exterior walls.
  - (b) The total net area of all openings shall be at least 1 square inch for each square foot of enclosed area, or the openings shall be designed and certified by a registered engineer or architect to provide for equalization of hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwaters.
  - (c) The bottom of each opening shall be 1 foot or less above the adjacent ground level.
  - (d) Any louvers, screens or other opening covers shall allow the automatic flow of floodwaters into and out of the enclosed area.
  - (e) Where installed in doors and windows, openings that meet requirements of Section 212-27(B)(3)(a) through (d), are acceptable; however, doors and windows without installed openings do not meet the requirements of this section.
- (4) Crawlspaces shall have the finished interior ground level equal to or higher than the outside finished ground level on at least one entire side of the foundation wall.

### **(C) Manufactured Homes**

New or replacement manufactured homes, including substantial improvement of existing manufactured homes, shall:

- (1) Be elevated on a permanent, reinforced foundation that raises the lowest floor to or above the base flood elevation plus 18 inches and is otherwise in accordance with Section 212-27(A).
- (2) Be installed in accordance with the anchor and tie-down requirements of the building code or the manufacturer's written installation instructions and specifications.
- (3) Have enclosures below the elevated manufactured home, if any, meet the requirements of Section 212-27(B).

For the purpose of this requirement, the lowest floor of a manufactured home is the bottom of the lowest horizontal supporting member of the lowest floor.

## **§ 212-28. Nonresidential Structures and Nonresidential Portions of Mixed Use Structures.**

### **(A) Elevation Requirements**

- (1) The lowest floor (including basement) shall be elevated to or above the base flood elevation plus 18 inches or the structure shall be dry floodproofed in accordance with Section 212-28(B).
- (2) In areas of shallow flooding (Zone AO), if not dry floodproofed, the lowest floor (including basement) shall be elevated at least as high above the highest adjacent grade as the depth number specified in feet on the Flood Insurance Rate Map plus 18 inches, or at least 2 feet plus 18 inches if a depth number is not specified; adequate drainage paths shall be provided to guide floodwaters around and away from the structure.
- (3) Enclosures below the lowest floor, if not dry floodproofed, shall meet the requirements of Section 212-27(B).

### **(B) Dry Floodproofing Requirements**

Dry floodproofed structures, together with attendant utility and sanitary facilities, shall:

- (1) Be designed to be dry floodproofed such that the structure is watertight with walls and floors substantially impermeable to the passage of water to the level of the base flood elevation plus 18 inches. In areas of shallow flooding (Zone AO), the structure shall be dry floodproofed at least as high above the highest adjacent grade as the depth number specified in feet on the Flood Insurance Rate Map plus 18 inches, or at least 2 feet plus 18 inches if a depth number is not specified.
- (2) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- (3) Be certified by a licensed professional engineer or licensed professional architect with a Floodproofing Certificate, that the design and methods of construction meet the requirements of this section. Refer to FEMA Technical Bulletin #3 – *Non-Residential Floodproofing – Requirements and Certification* for guidance.

## **§ 212-29. Accessory Structures.**

Accessory structures shall meet the requirements of these regulations. Accessory structures that have a footprint of no more than 200 square feet may be allowed without requiring elevation or floodproofing provided such structures meet all of the following requirements:

- (A) Useable only for parking or limited storage;
- (B) Constructed with flood damage-resistant materials below the base flood elevation;
- (C) Constructed and placed to offer the minimum resistance to the flow of flood waters;
- (D) Firmly anchored to prevent flotation, collapse, and lateral movement;
- (E) Electrical service and mechanical equipment elevated to or above the level of the base flood elevation plus 18 inches; and
- (F) Equipped with flood openings that meet the requirements of Section 212-27(B).
- (G) For guidance, see FEMA Technical Bulletin #7 – *Wet Floodproofing Requirements*.

## **§ 212-30. Protection of Flood-Carrying Capacity.**

### **(A) Development in Floodways**

Within any floodway area designated on the Flood Insurance Rate Map, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic engineering analysis that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Such technical data shall be submitted to the Floodplain Administrator and to FEMA. The analyses shall be prepared by a licensed professional engineer in a format required by FEMA for a Conditional Letter of Map Revision or Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant.

The proposed development activity may be permitted if the analyses demonstrate that the activity:

- (1) Will not result in any increase in the base flood elevation; or

- (2) Will result in an increase in the base flood elevation, provided a Conditional Letter of Map Revision has been issued by FEMA and the applicant completes all of the following:
  - (a) Submits technical data required in Section 212-13(A)(8)(d);
  - (b) Evaluates alternatives which would not result in increased base flood elevations and an explanation why these alternatives are not feasible;
  - (c) Certifies that no structures are located in areas which would be impacted by the increased base flood elevation;
  - (d) Documents that individual legal notices have been delivered to all impacted property owners to explain the impact of the proposed action on their properties;
  - (e) Requests and receives concurrence of the Mayor of the City of Harrington and the Chief Executive Officer of any other community impacted by the proposed actions; and
  - (f) Notifies the Delaware Department of Natural Resources and Environmental Control (Division of Watershed Stewardship).

#### **(B) Development in Areas with Base Flood Elevations but No Floodways**

For development activities in a special flood hazard area with base flood elevations but no designated floodways, the applicant shall develop hydrologic and hydraulic engineering analyses and technical data reflecting the proposed activity and shall submit such analyses and data to the Floodplain Administrator and to FEMA. The analyses shall be prepared by a licensed professional engineer in a format required by FEMA for a Conditional Letter of Map Revision or Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant.

The proposed development activity may be permitted if the analyses demonstrate that the cumulative effect of the proposed development activity, when combined with all other existing and potential special flood hazard area encroachments will not increase the base flood elevation more than 1.0 (one) foot at any point.

#### **(C) Deliberate Alterations of a Watercourse**

For the purpose of these regulations, a watercourse is deliberately altered when a person causes a change to occur within its banks. Deliberate changes to a watercourse include, but are not limited to: widening, deepening or

relocating of the channel; installation of culverts; construction of bridges, and excavation or filling of the channel or watercourse banks.

For any proposed deliberate alteration of a watercourse, the applicant shall develop hydrologic and hydraulic engineering analyses and technical data reflecting such changes and submit such technical data to the Floodplain Administrator and to FEMA. The analyses shall be prepared by a licensed professional engineer in a format required by FEMA for a Conditional Letter of Map Revision or Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant.

The proposed alteration of a watercourse may be permitted upon submission, by the applicant, of the following:

- (1) Documentation of compliance with Section 212-30(A) if the alteration is in a floodway or Section 212-30(B) if the alteration is in a watercourse with base flood elevations but no floodway.
- (2) A description of the extent to which the watercourse will be altered or relocated as a result of the proposed development.
- (3) A certification by a licensed professional engineer that the bankful flood-carrying capacity of the watercourse will not be diminished.
- (4) Evidence that adjacent communities, the U.S. Army Corps of Engineers, and the Delaware Department of Natural Resources and Environmental Control (Division of Watershed Stewardship) have been notified of the proposal and evidence that such notifications have been submitted to the Federal Emergency Management Agency.
- (5) Evidence that the applicant shall be responsible for providing the necessary maintenance for the altered or relocated portion of the watercourse so that the flood carrying capacity will not be diminished. The Floodplain Administrator may require the permit holder to enter into an agreement with the City of Harrington specifying the maintenance responsibilities; if an agreement is required, the permit shall be conditioned to require that the agreement be recorded on the deed of the property which shall be binding on future owners.

## **Article V. Variances.**

### **§ 212-31. Variances.**

The City of Harrington's Board of Adjustment shall have the power to authorize, in specific cases, such variances from the requirements of these regulations, not



inconsistent with Federal regulations, as will not be contrary to the public interest where, owing to special conditions of the lot or parcel, a literal enforcement of the provisions of these regulations would result in unnecessary hardship.

#### **(A) Application for a Variance**

- (1) Any owner, or agent thereof, of property for which a variance is sought shall submit an application for a variance to the Floodplain Administrator.
- (2) At a minimum, such application shall contain the following information: Name, address, and telephone number of the applicant; legal description of the property; parcel map; description of the existing use; description of the proposed use; location of the floodplain; description of the variance sought; and reason for the variance request. Each variance application shall specifically address each of the considerations in Section 212-31(B) and the limitations and conditions of Section 212-31(C).

#### **(B) Considerations for Variances**

In considering variance applications, the Board of Adjustment shall consider and make findings of fact on all evaluations, all relevant factors, requirements specified in other sections of these regulations, and the following factors:

- (1) The danger that materials may be swept onto other lands to the injury of others.
- (2) The danger to life and property due to flooding or erosion damage.
- (3) The susceptibility of the proposed development and its contents (if applicable) to flood damage and the effect of such damage on the individual owner.
- (4) The importance of the services provided by the proposed development to the community.
- (5) The availability of alternative locations for the proposed use which are not subject to, or are subject to less, flooding or erosion damage.
- (6) The necessity to the facility of a waterfront location, where applicable, or if the facility is a functionally dependent use.
- (7) The compatibility of the proposed use with existing and anticipated development.

- (8) The relationship of the proposed use to the comprehensive plan for that area.
- (9) The safety of access to the property in times of flood for ordinary and emergency vehicles.
- (10) The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site.
- (11) The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.

### **(C) Limitations for Variances**

- (1) An affirmative decision on a variance request shall only be issued upon:
  - (a) A showing of good and sufficient cause. A “good and sufficient” cause is one that deals solely with the physical characteristics of the property and cannot be based on the character of the planned construction or substantial improvement, the personal characteristics of the owner or inhabitants, or local provisions that regulate standards other than health and public safety standards.
  - (b) A determination that failure to grant the variance would result in exceptional hardship due to the physical characteristics of the property.
  - (c) Increased cost or inconvenience of meeting the requirements of these regulations does not constitute an exceptional hardship to the applicant.
  - (d) A determination that the granting of a variance for development within any designated floodway, or special flood hazard area with base flood elevations but no floodway, will not result in increased flood heights beyond that which is allowed in these regulations.
  - (e) A determination that the granting of a variance will not result in additional threats to public safety; extraordinary public expense, nuisances, fraud on or victimization of the public, or conflict with existing local laws.
  - (f) A determination that the structure or other development is

protected by methods to minimize flood damages.

- (g) A determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- (2) Upon consideration of the individual circumstances, the limitations and conditions, and the purposes of these regulations, the Board of Adjustment may attach such conditions to variances as it deems necessary to further the purposes of these regulations.
- (3) The Board of Adjustment shall notify, in writing, any applicant to whom a variance is granted for a building or structure with a lowest floor elevation below the base flood elevation that the variance is to the floodplain management requirements of these regulations only, and that the cost of federal flood insurance will be commensurate with the increased risk.

## **Article VI. Enforcement.**

### **§ 212-32. Compliance Required.**

- (A) No structure or land development shall hereafter be located, erected, constructed, reconstructed, repaired, extended, converted, enlarged or altered without full compliance with these regulations and all other applicable regulations which apply to uses within the jurisdiction of these regulations.
- (B) Failure to obtain a permit shall be a violation of these regulations and shall be punishable in accordance with Section 212-34.
- (C) Permits issued on the basis of plans and applications approved by the Floodplain Administrator authorize only the specific activities set forth in such approved plans and applications or amendments thereto. Use, arrangement, or construction of such specific activities that is contrary to that authorized shall be deemed a violation of these regulations.

### **§ 212-33. Notice of Violations.**

Notification of any violations of this Chapter shall follow the same procedures as established in § 440-145 through 440-147 of the Code of the City of Harrington.

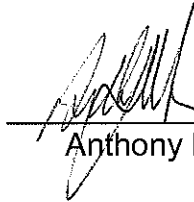
### **§ 212-34. Violations and Penalties.**

Any violations of this Chapter shall be subjected to the same procedures as established in § 440-145 through 440-147 of the Code of the City of Harrington.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest:   
\_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: April 21, 2014

#### SYNOPSIS

This Ordinance repeals and replaces Chapter 212, Floodplain Regulations, to meet requirements under the National Flood Insurance Program (NFIP). This Ordinance adopts flood hazard maps, designates a Floodplain Administrator, adopts administrative procedures, and adopts criteria for development in flood hazard areas. The City of Harrington has participated in the NFIP since June 1, 1977 and must meet NFIP guidelines in order to continue participating in the program. The Federal Emergency Management Agency (FEMA) has established new Flood Insurance Rate Maps (FIRM) for the City of Harrington effective July 7, 2014.

First Reading: March 19, 2014

Public Hearing: April 21, 2014

Second Reading: April 21, 2014

**CITY OF HARRINGTON  
ORDINANCE NO. 15-06**

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 440, ZONING, OF  
THE CODE OF THE CITY OF HARRINGTON**

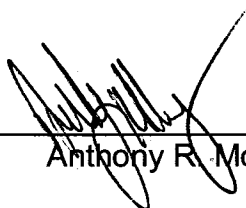
BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF  
HARRINGTON IN COUNCIL MET:

**Section 1.** That Chapter 440 shall be amended by deleting the existing  
chapter and substituting in lieu thereof Exhibit A.

**Repealer.** All ordinances and parts of ordinances inconsistent with the  
provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this  
Ordinance and cause the same to be published as required by law; and this  
Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session  
of Harrington City Council, to be effective upon signing.

  
\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest:   
\_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: July 20, 2015

**SYNOPSIS**

This Ordinance replaces Chapter 440, Zoning, to revise the Zoning Code in its  
entirety.

First Reading: June 15, 2015

Public Hearing: July 20, 2015

Second Reading: July 20, 2015



# Chapter 440 Zoning

## **Article VIII. Central Commercial Zone (C-2)**

### **§ 440-71. Purpose; use regulations.**

- A. In the Central Commercial Zone (C-2), no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one (1) or more of the following uses and complying with the requirements so indicated.
- B. Purpose. The purpose of the C-2 Zone is to provide for a commercial uses that primarily provide local goods and services, as well as supporting residential uses within the Central Commercial Zone. This zone is located in the central areas of the City where a moderate and high density mixed-use development patterns are generally established and desired, and where building reuse and infill to create higher densities are encouraged. The zone is designed to create lively, safe, human-scaled gathering places for the community through building design and orientation and by encouraging a mix of uses. This zone is also intended to ensure an attractive, inviting pedestrian-oriented setting through supplementary appearance, parking, and sign regulations.
- C. Permitted uses.
  - (1) All commercial uses permitted in the Neighborhood Commercial Zone (C-1) provided that all C-1 regulations are complied with.
  - (2) Residential dwellings on the second floor.
  - (3) Restaurant establishments serving food or beverages to the general public, such as, but not limited to, breweries, restaurants, cafés, taprooms, taverns, retail bakers, and confectionery or ice cream shops, including walk-up windows and outdoor dining.
  - (4) Entertainment establishments such as theaters for motion pictures and stage plays.
  - (5) Financial institutions, consisting of a bank or savings and loan association.
  - (6) Professional offices, such as, but not limited to those for the practice of medicine or other health services, or for law, engineering, architecture, design related, accounting, or veterinarian offices.
  - (7) Business offices, such as, but not limited to real estate sales, insurance sales, advertising, or retail copying and printing services.
  - (8) Institutional uses, such as government administration, post offices, community centers, public libraries, museums, and offices for public utilities.

- (9) Public parks, plazas, squares, courtyards, urban gardens, and public recreation areas.
- (10) Art and cultural uses, such as, but not limited to, galleries and museums and studios for dance, music, fitness, art, or photography.
- (11) Bed-and-breakfast establishments.
- (12) Health care and clinics.
- (14) Educational institutions, such as tutoring businesses, learning centers, universities, and colleges.
- (15) Religious institutions and their ancillary uses.
- (16) Private membership clubs and fraternal organizations.
- (17) Fitness/wellness centers.
- (18) Professional day care centers.
- (19) Drive-through facilities are prohibited, except for financial or governmental institutions.

D. Residential uses. Residences are permitted in the C-2 Zone, upon recommendation by the Planning Commission with final approval by the City Council.

**§ 440-72. Applicability.**

- A. This article shall apply to all new buildings and projects, excluding single-family residential dwellings, in the C-2 Zone.
- B. This article shall apply to all renovations and redevelopment, including applicable additions of an existing building, site, or project in the C-2 Zone where the cost of such addition, renovation, or redevelopment exceeds fifty (50) percent of the assessed value of the existing structure(s), or would exceed twenty-five (25) percent of the square footage of the gross area of the existing structures. "Renovation" is not intended to apply to routine repairs and maintenance of an existing building.
- C. Deviations. Deviation(s) from the provisions of this article may be approved by the City Manager for renovations of existing buildings where special or unique circumstances or factors exist which make compliance with this article unfeasible.

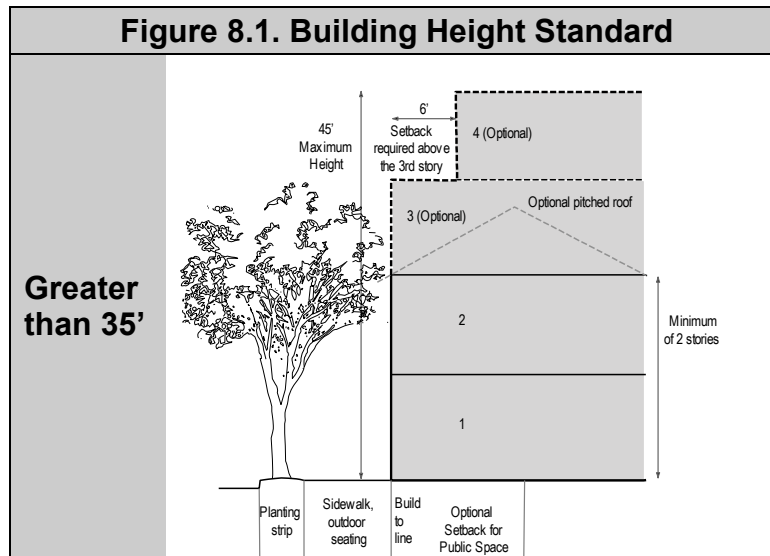
**§ 440-73. Lot and building development standards.**

**A. Dimensional and density standards.**

- (1) Lot area: two thousand five hundred (2,500) square feet, minimum
- (2) Maximum building area: the maximum building footprint for nonresidential buildings is ten thousand (10,000) square feet
- (3) Minimum lot width at front building line: twenty-five (25) feet
- (4) Minimum lot depth: one hundred (100) feet
- (5) Build-to-line.
  - (a) The build-to line for new construction shall be:
    - [1] Built to the sidewalk or right-of-way line, whichever is farthest from the street; or
    - [2] Setback a maximum of fifteen (15) feet from the sidewalk for purposes of a plaza, square, courtyard, or outdoor dining. No parking shall be located in this area.
  - (b) A minimum of seventy-five (75) percent of the façade of any building along a public street must be constructed at the build-to line.
- (6) Side yard setback
  - (a) Sharing a party wall: none
  - (b) Not sharing a party wall: ten (10) feet (5 feet per each building)
  - (c) Adjoining residential zone: twenty-five (25) feet
- (7) Rear yard setback:
  - (a) Adjoining nonresidential zone: ten (10) feet
  - (b) Adjoining residential zone: fifteen (15) feet
- (8) Maximum impervious coverage: eighty-five (85) percent
- (9) Building height
  - (a) Buildings shall be a minimum of two (2) stories, unless approved by the Planning Commission, and a maximum of forty-five (45) feet in height.

(b) For buildings exceeding thirty-five (35) feet, a six (6) foot setback is required for the top story. See Figure 8.1.

(c) See Article XIII, General Regulations, for exemptions in height limitations.



(10) Mixed use. Mixed use buildings may include first floor retail, personal service, or office uses, as described herein and residential apartments or condominiums or office uses on the upper floors. Residential density of upper floor apartments or condominium in a mixed-use building shall not exceed eight (8) units per acre. Each apartment or condominium shall have a private access separate from that of the commercial uses.

B. Accessory buildings and structures. See § 440-140, Accessory uses, buildings, and structures, Table 13.3 Dimensional Standards for Accessory Buildings and Structures for Residential Uses and C-1, C-2, C-3, and TND Zones.

C. Projections into required yards. See § 440-144, Projections into required yards, Table 13.4, Permitted Projections into Required Yards.

D. Building design standards. New construction for non-residential and mixed use developments shall meet the following requirements:

(1) Building orientation and entrances

(a) Buildings must have a primary entrance door oriented towards a public street and sidewalk.

(b) Entrances at building corners may be used to satisfy this requirement.

(c) All primary building entrances should be accentuated. Entrance accentuations permitted include recessed, protruding, canopy, portico, or overhang. Entrances at building corners shall be articulated with a chamfered corner, turret, canopy, or other similar building feature.

(2) Building character. New development shall generally employ building types that are compatible to the existing architecture of the area in their massing and external treatment. Typical elements of architecture in the area include pitched roofs, gables, masonry walls, and punched or separate inset windows.

(3) Windows

(a) The ground floor front façades of retail buildings shall include a minimum of fifty (50) percent window that allow views of indoor nonresidential space or product display areas. See Figure 8.2.

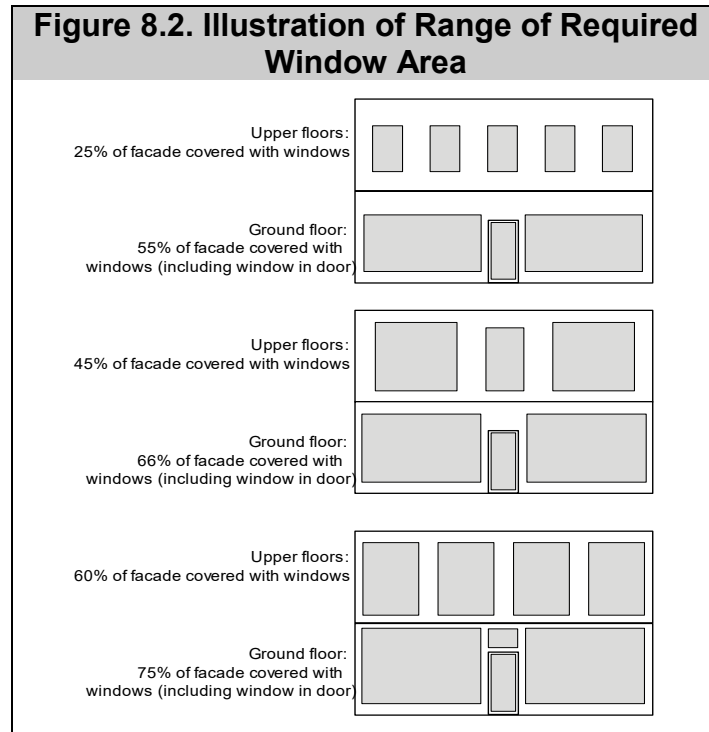
(b) Upper story windows shall be generally aligned with windows and doors on the first floor.

(c) Upper story windows of front façades shall include a minimum of thirty (30) percent and a maximum of sixty (60) percent window area in the façade above the ground floor.

(d) Smoked, light reflective, opaque, or black glass in windows viewable from a public street shall not exceed fifty (50) percent of the window area.

(e) The bottom edge of any window or product display window used to satisfy the window standard above should not be more than three (3) feet above the adjacent sidewalk.





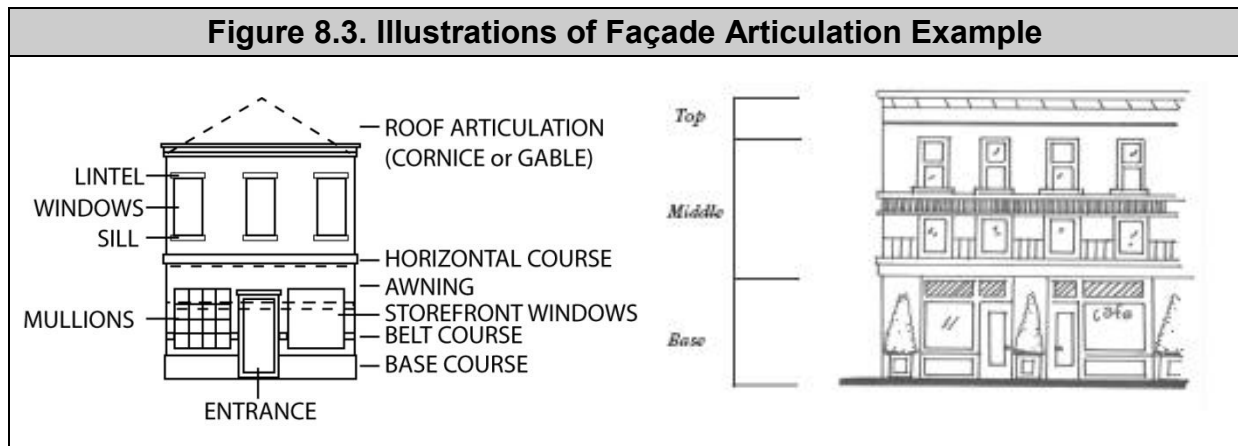
#### (4) Roofs

- (a) Architectural embellishments that add visual interest to roofs, such as dormers, masonry chimneys, cupolas, towers, and other similar elements, shall be included in the design of buildings.
- (b) Flat roofs are allowed on buildings of two (2) stories or more, provided that all visibly exposed walls have an articulated cornice that projects horizontally from the vertical building wall plane.
- (c) Pitched roofs shall have a minimum slope of 4:12 and a maximum slope of 12:12.
- (d) The roof shall be articulated above the building entrance.

#### (5) Façade articulation

- (a) Façade is defined as the exterior walls of a building facing a public street.
- (b) Façades shall have horizontal articulation elements such as window sills, window lintels, protruding horizontal courses on each floor of the building, and cornices. See Figure 8.3.
- (c) The top level shall be treated with a distinct outline with elements such as projecting parapet, cornice, or other projection.

- (d) Façades fronting on sidewalks of any structure shall be of a primary building material comprised of at least seventy-five (75) percent of the façade, excluding glass and doors with architectural details such as storefront bulkheads, quoin, cornices, pilasters, sills, lintels, stringcourse, and columns of different materials.
- (e) Façades should have a distinct base course of at least one (1) foot in height at ground level using materials that are different from the main façade such as stone, masonry, or decorative concrete.
- (f) Façades should have vertical articulation at a maximum distance of every twenty (20) feet of continuous façade. Vertical articulation should be created through changes in plane or building material for a minimum of one (1) foot wide and protruding a minimum of two (2) inches.
- (g) To further articulate the building façade and increase architectural interest while facilitating all-weather comfort of pedestrians, continuous awnings (both permanent and retractable), canopies, and building overhangs, including arcade structures with occupied space above, are encouraged along the street frontages.



- (6) Design guidelines for improvements to and reuse of existing buildings. Where an applicant is improving or changing an existing structure to accommodate a change in use, the applicant is encouraged the applicant integrate any of the following design standards that are relevant to the improvements being completed. The applicant should illustrate how a new use within an existing structure attempts to accommodate the following standards:
  - (a) Locate primary building entrances toward the street.
  - (b) Provide more than twenty-five (25) percent transparent or translucent materials on each story below the roofline.

- (c) Locate parking to the side or rear of the principal building.
  - (d) Utilize pedestrian scale façade articulation and changes in plane on all façades to distinguish each building story and imply regularly spaced storefronts between twenty (20) to forty (40) feet.
- E. Buffer and screening standards. See buffer and screening requirements in Article XIII, General Regulations.
- F. Exterior lighting
  - (1) Pedestrian pathways need to be clearly marked and well lit. Lighting should be sufficient for security and identification without allowing light to trespass onto adjacent sites.
  - (2) Pedestrian-oriented lighting shall be provided between the curb and the sidewalk at a maximum spacing of sixty (60) feet. A minimum foot candle of 0.5 shall be required for safety.
  - (3) Light standard heights
    - (a) Pedestrian lighting for sidewalks and walkways shall be a maximum of twelve (12) feet in height measured from the ground to the top of the light fixture.
    - (b) Other lighting for streets and parking areas shall be a minimum of fifteen (15) feet and a maximum of eighteen (18) feet in height measured from the ground to the top of the light fixture.
    - (c) Lighting fixtures shall not exceed the height of the principal building on the site.
- G. Outdoor dining. Outdoor furnishings are limited to tables, chairs, and umbrellas. Planters, posts with ropes, or other removable enclosures, as well as a reservation podium are encouraged and shall be used as a way of defining the area occupied by the café. Refuse facilities shall be provided. Outdoor dining cannot impede pedestrian traffic flow. A minimum pathway of at least four (4) feet free of obstacles shall be maintained.
- H. Pedestrian amenities. Vegetation planters, urban gardens, water features, special pavement treatments, all-weather street furniture (e.g. benches, trash receptacles, bicycle racks), public art (e.g. sculpture or artist designed street furniture), and other pedestrian amenities should be considered along sidewalks and in public plazas, squares, and courtyards.
- I. Fences. Chain link and barbed wire fences are prohibited.

**§ 440-74. Streetscape standards.**

All developments in the C-2 shall be required to provide the following improvements along the entire length of all public streets on which they obtain frontage:

**A. Sidewalks**

- (1) Sidewalks within the C-2 shall conform to the requirements of Article XIII, General Regulations.
- (2) Sidewalks are required to connect the street frontage to all building entrances, parking areas, open space, and any other destination that generates pedestrian traffic.
- (3) Sidewalks shall connect to existing sidewalks on abutting parcels and other nearby pedestrian destination points and transit stops.
- (4) Sidewalks shall be stamped concrete and shall be designed to be consistent with adjoining properties.
- (5) The sidewalk material across driveways shall conform to City of Harrington specifications.
- (6) All sidewalks, walkways and curb ramps shall meet Americans with Disabilities Act (ADA) requirements.
- (7) Concrete, stamped concrete, brick pavement, and/or a planting bed shall extend from the sidewalk edge to the building.

**B. Street trees**

- (1) Street trees shall be planted along all public rights-of-way provided that a minimum width of four (4) feet of unobstructed sidewalk at the tree well location can be provided.
- (2) Spacing. Street trees shall be spaced forty (40) feet apart. In spacing trees, consideration shall be made for driveways, street lights, utility poles, underground utilities, traffic light poles, and other obstructions, as well as existing and future placement of trees in front of adjacent properties.
- (3) Trees shall be a minimum of three (3) inches in caliper. Types of trees shall be approved by the City Engineer. See Appendix 1, Approved Trees.
- (4) Street trees shall be planted in tree wells located between the curb and the sidewalk or in the sidewalk. Tree wells shall be a minimum of three (3) feet long by

three (3) feet wide by three and one half (3 ½) feet deep below the ground surface and shall be covered with tree grates or decorative concrete unit pavers.

(5) Trees located under wires shall not be of a species that is expected to grow into the utility lines.

(6) If street trees cannot be planted, every effort shall be made by the property owner to add planters or other landscaping. Planters shall not obstruct the sight triangles. Planters shall not encroach into the sidewalk so that less than four (4) feet of sidewalk is available for pedestrians.

**§ 440-75. Additional regulations.**

Additional regulations may apply including, but not limited to:

- A. Parking, see Article XV, Parking and Access;
- B. Signage, see Article XIV, Signs;
- C. Building standards, see Chapter 102, Building Standards;
- D. Impact fees, see Chapter 175, Impact Fees (community service); § 330-9, Sewer impact and connection fees; and § 425-10, Impact fees (water);
- E. Floodplain, see Chapter 212, Floodplain Regulations;
- F. Manufactured homes, see Chapter 250, Manufactured Homes, and Chapter 255, Manufactured Home Licenses;
- G. Building permits and certificates of occupancy, see Chapter 292, Permits and Approvals;
- H. Portable storage units, see Chapter 297, Portable Storage Units;
- I. Property maintenance, see Chapter 305, Property Maintenance;
- J. Sewers, see Chapter 330, Sewers;
- K. Source water, see Chapter 350, Source Water Protection;
- L. Standard specifications, see Chapter 357, Standard Specifications for Utility Construction Projects and Subdivision Pavement Design;
- M. Streets and sidewalks, see Chapter 365, Streets and Sidewalks;
- N. Recreational vehicles, see Chapter 417, Recreational Vehicles;

O. Water, see Chapter 425, Water.

**§ 440-76 to 440-85 Reserved**



## **Article IX. Service Commercial Zone (C-3)**

### **§ 440-86. Use regulations.**

- A. In the Service Commercial Zone (C-3), no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one (1) or more of the following uses and complying with the requirements so indicated.
- B. Purpose. The purpose of the C-3 Zone is to provide for highway-oriented retail, automotive, and heavier service-type business activities which ordinarily require main-highway locations and cater to transient as well as to local customers.
- C. Permitted uses. The following uses are permitted in the C-3 Zone:
  - (1) All uses permitted in the Neighborhood Commercial (C-1) Zone or the Central Commercial (C-2) Zone provided that all C-1 and C-2 regulations are complied with, respectively.
  - (2) Drive-through facilities designed primarily to provide goods and services to persons while they are in automobiles.
  - (3) Motor vehicle sales, repair, service and storage, including boat or farm equipment (see § 440-87 D).
  - (4) Motor vehicle filling stations (see § 440-87 D).
  - (5) Car washes.
  - (6) Motels.
  - (7) Funeral homes.
  - (8) Kennel and veterinary boarding hospitals.
  - (9) Supermarkets.
  - (10) Shopping centers.
  - (11) Nurseries, commercial greenhouses, and garden and agriculture supply sales
  - (12) Wholesale, storage, and warehouse facilities.
  - (13) Laundry, dry-cleaning, or clothes-pressing establishments.
  - (14) Transit stations.

(15) Transshipment, distribution, and trucking terminals.

**§ 440-87. Development standards.**

- A. Dimensional and density standards. See § 440-141, Dimensional and Density Standards, Table 13.3.
- B. Accessory buildings and structures. See § 440-140, Accessory uses, buildings, and structures, Table 13.1, Dimensional Standards for Accessory Buildings and Structures for Residential Uses and C-1, C-2, C-3, and TND Zones.
- C. Projections into required yards. See § 440-144, Projections into required yards, Table 13.4, Permitted Projections into Required Yards.
- D. Development standards for motor vehicle sales, repair, service, and storage and motor vehicle filling stations:
  - (1) The minimum lot size for such service stations shall be twenty thousand (20,000) square feet, and the minimum street frontage shall be one hundred (150) feet, unless approved by the Planning Commission.
  - (2) Vehicle lifts or pits, dismantled or disabled motor vehicles and all parts and supplies shall be located within the building and enclosed on all sides.
  - (3) All service or repair of motor vehicles, other than such minor servicing as change of tires or sale of fuels or oils, shall be conducted in a building fully enclosed on all sides. This requirement shall not be construed to mean that the doors to any repair shop must be kept closed at all times.
  - (4) The storage of gasoline or flammable oils in bulk shall be located fully underground and not nearer than thirty-five (35) feet to any property line other than the street line.
  - (5) No gasoline pump shall be located nearer than fifteen (15) feet to any street line.

**§ 440-88. Additional regulations.**

Additional regulations may apply including, but not limited to:

- A. Parking, see Article XV, Parking and Access;
- B. Signage, see Article XIV, Signs;
- C. Building standards, see Chapter 102, Building Standards;

- D. Impact fees, see Chapter 175, Impact Fees (community service); § 330-9, Sewer impact and connection fees; and § 425-10, Impact fees (water);
- E. Floodplain, see Chapter 212, Floodplain Regulations;
- F. Manufactured homes, see Chapter 250, Manufactured Homes, and Chapter 255, Manufactured Home Licenses;
- G. Building permits and certificates of occupancy, see Chapter 292, Permits and Approvals;
- H. Portable storage units, see Chapter 297, Portable Storage Units;
- I. Property maintenance, see Chapter 305, Property Maintenance;
- J. Sewers, see Chapter 330, Sewers;
- K. Source water, see Chapter 350, Source Water Protection;
- L. Standard specifications, see Chapter 357, Standard Specifications for Utility Construction Projects and Subdivision Pavement Design;
- M. Streets and sidewalks, see Chapter 365, Streets and Sidewalks;
- N. Recreational vehicles, see Chapter 417, Recreational Vehicles;
- O. Water, see Chapter 425, Water.

**§ 440-89 to 440-95 Reserved**

**Table 13.2. Dimensional Standards for Accessory Buildings and Structures for Manufacturing and Industrial Park Manufacturing Zones**

Standard	Detached Accessory Buildings
Location	Front, side, and rear
Setbacks	-
Front	20 feet
Side	5 feet
Rear	20 feet
Distance from adjacent Residential zone	100 feet
Maximum Height	45 feet
Maximum Lot Coverage	Must be included in calculation of coverage for principal building

**§ 440-141. Dimensional and density standards.**

All lots and structures must adhere to Table 13.3, Dimensional and Density Standards.

**Table 13.3. Dimensional and Density Standards**

	Minimum Lot Requirements			Minimum Yard Requirements			Max. Height <sup>1</sup> (feet)	Max. Lot Coverage <sup>2</sup> (%)
Zone	Lot Area (sq. ft.) <sup>4</sup>	Width (feet)	Depth (feet)	Front <sup>5</sup> (feet)	Side (feet)	Rear (feet)		
R-1 Single-Family Residential								
Single-family detached	7,500	75	100	35	7.5	30	35	40%
Manufactured home	5,000	50	100	20	7.5	10	35	40%
R-2 Duplex Residential								
Single-family detached	See R-1							
Duplex	3,750/unit 7,500/duplex	37.5/unit 75/duplex	100	25	7.5	30	35	50%
R-3 Townhouse Residential								
Single-family detached	See R-1							
Duplex	See R-2							
Townhouse	1,800	18	100	15	See §440-42	30	35	50%
R-4 Multi-Family Residential								
Single-family detached	See R-1							
Duplex	See R-2							
Townhouse	See R-3							
Multi-family	7,500	75	100	15	See §440-52	See §440-52	45	50%
C-1 Neighborhood Commercial								
Commercial	3,500	75	100	25	7.5	20	35	50%
C-2 Central Commercial								
Mixed use and non-residential	See Article VIII, Central Commercial Zone (C-2)							
C-3 Service Commercial								
Commercial	7,500	75	150	25	10	20	35	50%

**CITY OF HARRINGTON  
ORDINANCE NO. 15-07**

**AN ORDINANCE REZONING CERTAIN PARCELS AND AMENDING THE  
ZONING MAP OF THE CITY OF HARRINGTON**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF  
HARRINGTON IN COUNCIL MET:

**Section 1.** That the following parcels shall be rezoned as stated below:

6-09-17002-01-0100-00001 shall be rezoned from MZ to TND  
6-09-17002-01-0200-00001 shall be rezoned from MZ to TND  
6-09-17002-01-0600-00001 shall be rezoned from MZ to TND  
6-09-17002-01-0700-00001 shall be rezoned from MZ to TND  
6-09-17002-01-0800-00001 shall be rezoned from MZ to TND  
6-09-17002-01-0900-00001 shall be rezoned from MZ to TND  
6-09-17002-01-1000-00001 shall be rezoned from MZ to TND  
6-09-17002-01-1100-00001 shall be rezoned from MZ to TND  
6-09-17002-01-1200-00001 shall be rezoned from MZ to TND  
6-09-17002-01-1300-00001 shall be rezoned from R-1 to TND  
6-09-17016-01-4700-00001 shall be rezoned from R-1 to R-2  
6-09-17016-01-5300-00001 shall be rezoned from R-1 to R-2  
6-09-17016-02-1800-00001 shall be rezoned from C-2 to TND  
6-09-17020-01-0900-00001 shall be rezoned from R-2 to R-4  
6-09-17020-01-1400-00001 shall be rezoned from R-1 to R-3  
6-09-17020-01-7200-00001 shall be rezoned from R-1 to C-2  
6-09-17020-01-7300-00001 shall be rezoned from R-1 to C-2  
6-09-17020-01-7400-00001 shall be rezoned from R-1 to C-2  
6-09-17020-01-7500-00001 shall be rezoned from R-1 to R-2  
6-09-17020-01-7600-00001 shall be rezoned from R-1 to R-2  
6-09-17020-02-0900-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-1000-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-2900-00001 shall be rezoned from C-3 to C-2  
6-09-17020-02-3100-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-3200-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-3300-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-3400-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-3500-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-3600-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-3800-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-3801-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-3900-00001 shall be rezoned from R-1 to C-2

6-09-17020-02-4000-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-4100-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-4200-00001 shall be rezoned from R-1 to C-2  
6-09-17020-03-0500-00001 shall be rezoned from C-3 to C-1  
6-09-17020-03-0600-00001 shall be rezoned from C-3 to C-1  
6-09-17020-03-1700-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-1701-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-2200-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-2300-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-3200-00001 shall be rezoned from R-2 to R-4  
6-09-17020-03-3600-00001 shall be rezoned from R-1 to R-4  
6-09-17020-03-5401-00001 shall be rezoned from R-1 to R-2  
6-09-17020-03-5600-00001 shall be rezoned from R-3 to R-3  
6-09-17020-03-6200-00001 shall be rezoned from R-2 to R-1  
6-09-17020-03-7300-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7400-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7500-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7600-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7700-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7800-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7900-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-8300-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-8400-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-8500-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-8600-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-9201-00001 shall be rezoned from R-1 to C-2  
6-09-17020-04-0100-00001 shall be rezoned from C-3 to C-1  
6-09-17020-04-3000-00001 shall be rezoned from R-1 to R-2  
6-09-17020-04-6600-00001 shall be rezoned from C-2 to R-1  
6-09-17020-04-6900-00001 shall be rezoned from C-3 to C-1  
6-09-17020-05-0200-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-0300-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-0400-00001 shall be rezoned from R-1 to C-2  
6-09-17020-05-5200-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-5400-00001 shall be rezoned from R-4 to C-2  
6-09-17020-05-5500-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-5600-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-5700-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-6500-00001 shall be rezoned from R-1 to C-2  
6-09-17117-01-3900-00001 shall be rezoned from C-2 to C-3  
6-09-17117-02-0100-00001 shall be rezoned from MZ to TND



6-09-17117-02-0200-00001 shall be rezoned from MZ to TND  
6-09-17907-01-7301-00001 shall be rezoned from R-1 to C-3  
6-09-17908-01-4100-00001 shall be rezoned from R-4 to C-2  
6-09-17908-01-4200-00001 shall be rezoned from R-1 to C-2  
6-09-17908-01-4300-00001 shall be rezoned from R-1 to C-2  
6-09-17908-01-4400-00001 shall be rezoned from C-3 to C-2  
6-09-17908-01-4500-00001 shall be rezoned from R-1 to C-2  
6-09-17908-02-3600-00001 shall be rezoned from R-1 to R-2  
6-09-17908-03-0900-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1000-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1100-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1200-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1300-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1400-00001 shall be rezoned from R-1 to M  
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6-09-17908-04-0300-00001 shall be rezoned from R-1 to C-2  
6-09-17908-04-0400-00001 shall be rezoned from R-1 to C-2  
6-09-17908-04-0500-00001 shall be rezoned from R-1 to C-2  
6-09-17908-04-0600-00001 shall be rezoned from R-1 to C-2  
6-09-17908-04-1200-00001 shall be rezoned from R-2 to C-2  
6-09-17908-04-3701-00001 shall be rezoned from C-2 to M  
6-09-17908-04-3702-00001 shall be rezoned from C-2 to M  
6-09-17908-04-6500-00001 shall be rezoned from R-2 to M  
6-09-17908-05-0100-00001 shall be rezoned from R-3 to R-2  
6-09-17908-06-0300-00001 shall be rezoned from C-2 to C-2  
6-09-17908-06-0600-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-0700-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-0800-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1000-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1001-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1002-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1100-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1200-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-2300-00001 shall be rezoned from R-1 to R-2  
6-09-17908-06-2400-00001 shall be rezoned from R-1 to R-2  
6-09-17908-06-3100-00001 shall be rezoned from R-1 to R-2  
6-09-17908-06-3200-00001 shall be rezoned from R-1 to R-2  
6-09-17908-07-6200-00001 shall be rezoned from IMP to TND  
6-09-17908-07-6400-00001 shall be rezoned from R-1 to M  
6-09-18000-01-1300-00001 shall be rezoned from MH to R-1

[illegible]

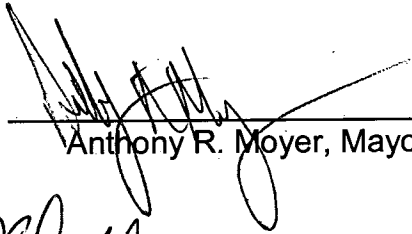
6-09-18000-02-1431-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1432-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1433-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1434-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1435-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1436-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1437-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1500-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1901-00001 shall be rezoned from C-2 to C-3  
6-09-18000-02-2100-00001 shall be rezoned from MH to R-1  
6-09-18005-01-2901-00001 shall be rezoned from R-4 to TND  
6-09-18005-01-3600-00001 shall be rezoned from C-3 to TND

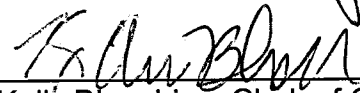
**Section 2.** That the Zoning Map of the City of Harrington is hereby amended to reflect the rezoning of the properties listed in Section 1.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest:   
\_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: ~~June~~ July 20, 2015

### SYNOPSIS

This Ordinance rezones the parcels listed as part of a comprehensive rezoning project to align property zoning to the Future Land Use Map adopted as part of the Comprehensive Land Use Plan. It also amends the Zoning Map for the City of Harrington to reflect the zoning changes.

First Reading: June 15, 2015

Public Hearing: July 20, 2015

Second Reading: July 20, 2015

## City of Harrington

# Development Process Toolkit Category B/Administrative Plan

### Use List

### Review Procedures

### Process Flowchart

### Plan Checklist

Uses included in Category B:

- One-family detached dwellings, two-dwelling units, and rehabilitation projects;
- Additions as deemed necessary by the City Manager;
- Change of Use:
  - Changing the existing use to another permitted use in any zone will require an approval from the City prior to any renovations or remodeling;
  - Change of use site plans that do not require waivers and/or variances shall be submitted for review to the City Manager; all others must go through the Category A review process;
- Minor subdivisions of 3 lots or less and conversion of existing deeded lots to parcels;
- Commercial additions under 5,000 square feet of gross floor area;
- Additions in the Manufacturing and Industrial Park Manufacturing Zones under 10,000 square feet of gross floor area.





# Uses Requiring Site Plans

Site plans are required to assure good arrangement and appearance of new development; ensure harmony with existing structures; assure consistency with the City's adopted building and site design standards, the Comprehensive Land Use Plan, and Chapter 357 Standard Specifications for Installation of Utility Construction Projects and Subdivision Pavement Design; to provide an understanding of the impacts of proposed development on public facilities and services and ensure the availability and adequacy of the same; and to otherwise meet the purposes of Chapter 440 of the City of Harrington Code.

## Category A Site Plans

Site plans for the following major uses, including new construction, or the relocation of a building, not otherwise subject to separate procedures, shall be subject to review by the Planning Commission and shall be called "Category A site plans":

- (1) Business and office buildings, commercial buildings, manufacturing, or industrial buildings;
- (2) Business and professional complexes;
- (3) Churches, temples, and synagogues;
- (4) Government buildings of all types;
- (5) Hotels, motels, or motor lodges;
- (6) Multiple-family dwellings containing more than two dwelling units or forming a part of a multiple-dwelling development of two or more buildings;
- (7) Townhouses;
- (8) Education or institutional buildings.

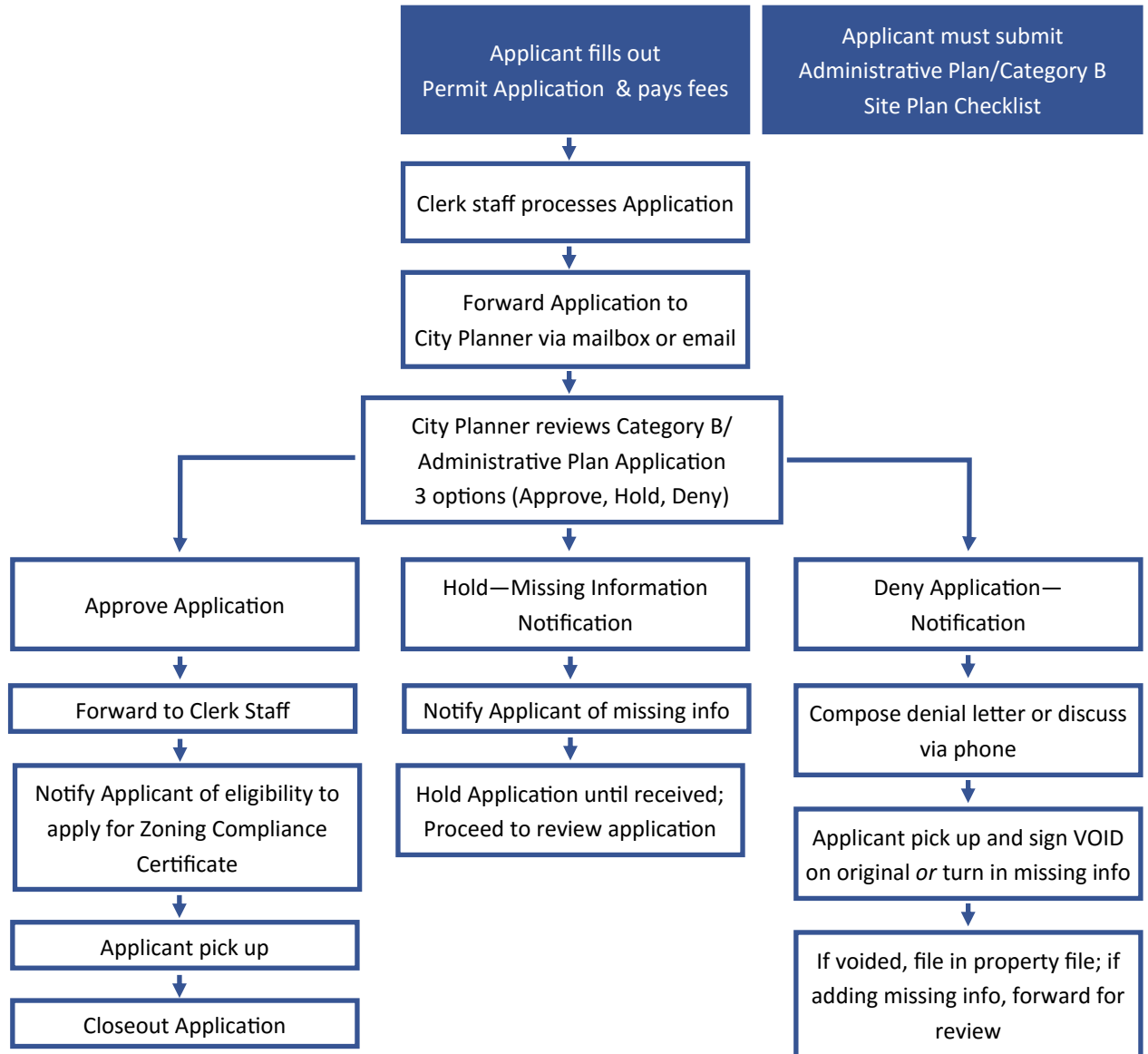
## Category B Site Plans

Category B site plans require administrative review as provided for in **§440-293**, Category B/administrative plan review procedures, and include the following:

- (1) One-family detached dwellings, two-dwelling units, and rehabilitation projects;
- (2) Additions as deemed necessary by the City Manager;
- (3) Change of use:
  - (a) Changing the existing use to another permitted use in any zone will require an approval from the City of Harrington prior to any renovations or remodeling;
  - (b) Change of use site plans that do not require waivers and/or variances shall be submitted for review to the City Manager; all others must go through the Category A review process of **§440-289**, Category A site plan procedures;
  - (c) The City may establish additional requirements for the change of use review based on the increase in services and/or outside agency approvals.
- 4) Minor subdivisions of three lots or less and conversion of existing deeded lots to parcels;
- 5) Commercial additions under 5,000 square feet of gross floor area;
- 6) Additions in the Manufacturing and Industrial Park Manufacturing Zones under 10,000 square feet of gross floor area.



# Category B/Administrative Plan—Review Process



## **§440-293 Category B/Administrative Plan Review Procedures**

Administrative plan review is for projects with relatively minor impact, which require less information than for Category A site plans and can be reviewed and approved in a shorter time. In administrative plan review, the City Manager is the approving authority. Administrative plan review is required for Category B site plans as determined in §440-287, Uses requiring site plans.

- A. No application for administrative plan approval shall be accepted by the City until:
  - (1) A plan in compliance with §440-294, Contents of plans for Category B/administrative review, is submitted for review by the City Manager.
  - (2) Any required review fees have been paid. See Chapter 180, Municipal Fees.
- B. Plans requiring administrative review shall be submitted to the City Manager who shall review the plans for compliance with these regulations. If the City Manager finds that such plans meet the intent of this chapter and are consistent with the Comprehensive Land Use Plan, then the City Manager shall affix his/her signature on the plan(s) certifying approval. If the City Manager finds that the plan does not meet the intent of this chapter and/or is not consistent with the Comprehensive Land Use Plan, then the City Manager shall deny approval and transmit that decision in writing to the applicant.
- C. The City Manager shall not take action to approve or deny a plan requiring administrative review until the following have occurred:
  - (1) He/She has reviewed the plan and determined that it is complete as provided in §440-294, Contents of plans for Category B/administrative review.
  - (2) The applicant has submitted any impact studies that may be required by §440-295, Impact studies, and has obtained City approval of such required studies.
  - (3) Comments on the plan from appropriate agencies and individuals have been requested and sufficient time has been provided for such agencies and individuals to provide comments.
  - (4) The applicant has submitted all local, county, state, and/or federal approvals as may be required.
- D. The City Manager shall act to approve or disapprove and shall promptly transmit his/her decision in writing to the applicant.
- E. Any person aggrieved by an administrative plan review decision and desiring to appeal such decision must appeal to the Board of Adjustment.





Applicant's Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Map/Parcel: \_\_\_\_\_

Type of Plan: \_\_\_\_\_

**§440-294 Contents of Plans for Category B / Administrative Review**

**In  
Compliance**

**Not in  
Compliance**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| - north point  | <input type="checkbox"/> | <input type="checkbox"/> |
| - scale not to exceed 1" = 40'   | <input type="checkbox"/> | <input type="checkbox"/> |
| - date   | <input type="checkbox"/> | <input type="checkbox"/> |
| A. Seal and signature of a registered DE land surveyor or licensed engineer as appropriate.                    | <input type="checkbox"/> | <input type="checkbox"/> |
| B. All existing property lines with dimensions.  | <input type="checkbox"/> | <input type="checkbox"/> |
| C. If converting an existing deeded lot to a new parcel, old lot lines with dimensions and numbers.            | <input type="checkbox"/> | <input type="checkbox"/> |
| D. If proposing a minor subdivision or lot line adjustment, proposed lot lines with dimensions.                | <input type="checkbox"/> | <input type="checkbox"/> |
| E. All setback lines.  | <input type="checkbox"/> | <input type="checkbox"/> |
| F. All existing structures (dimensions, total square footage, distance from property line)                     | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Zoning classification (property and adjoining properties).  | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Reference deed book/page and plat book/page.  | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Proposed signs, if applicable.  | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Proposed building elevations of all sides visible from the public right-of-way, if applicable.              | <input type="checkbox"/> | <input type="checkbox"/> |
| K. Proposed landscaping, if applicable.  | <input type="checkbox"/> | <input type="checkbox"/> |
| L. All existing and proposed driveway/parking spaces/interior roadway areas and dimensions, if applicable.     | <input type="checkbox"/> | <input type="checkbox"/> |
| M. For a change of use and/or addition, interior layout with dimensions to include existing and proposed uses. | <input type="checkbox"/> | <input type="checkbox"/> |
| N. Adjacent street names and alleys, if applicable.  | <input type="checkbox"/> | <input type="checkbox"/> |
| O. Revision table specifying dates for submittals and revisions.   | <input type="checkbox"/> | <input type="checkbox"/> |



**§440-294 Contents of Plans for Category B / Administrative Review (cont'd)**

**In  
Compliance**

**Not in  
Compliance**

- P. Other information as may be required by the City Manager or City Engineer to adequately review the plan.
- Q. Sanitary sewer, public water, and storm drain locations, including the location of all lines and tie-ins.
- R. Kent County tax parcel number.
- S. All existing and proposed easements and rights-of-way, if applicable.
- Impact study, if required by City of Harrington Construction Standards (§440-295).

☐☐☐☐☐☐☐☐☐☐☐

Approve

☐

Disapprove

Application Reviewed by:

Date:

Application Approved by:

Date:

City of Harrington, Delaware  
Delaware Downtown Development District  
Application for Designation as a District  
Attachment No. 6 | District Plan

Attachment	Title
6-A	Ordinance No. 16-06   An Ordinance Adopting the Downtown Development District Plan
6-B	City of Harrington Downtown Development District Plan

**CITY OF HARRINGTON  
ORDINANCE NO. 16-06**

**AN ORDINANCE ADOPTING THE DOWNTOWN DEVELOPMENT  
DISTRICT PLAN**

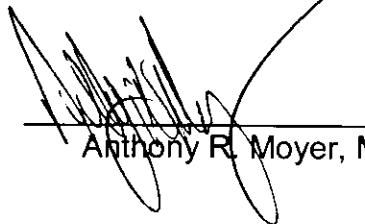
BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HARRINGTON IN COUNCIL MET:

**Section 1.** That the document titled "Downtown Development District Plan" attached hereto as Exhibit A is adopted as the Downtown Development District Plan for the City of Harrington.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest:   
\_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: May 9, 2016

**SYNOPSIS**

This Ordinance adopts the Downtown Development District Plan.

First Reading: April 13, 2016

Public Hearing: May 9, 2016

Second Reading: May 9, 2016





City of Harrington  
Downtown Development District Plan  
*Adopted - May 9, 2016*



City of Harrington

Merchants  
Residents

The Hub  
of Delaware

Property Owners  
Organizations



*It's good to be in the Hub...*



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## Acknowledgments

This Plan would not have been possible without the cooperative efforts of a number of dedicated citizens, stakeholders, City staff, and elected and appointed officials. The City of Harrington selected consultant KCI Technologies, Inc. (KCI) for this project, as the Project Manager has been the City Planning Consultant for over ten years and is intimately familiar with the community.

The Downtown Development District planning process officially began in March 2015 with the submission of a Neighborhood Building Blocks Fund Grant application. Since then, community members have contributed numerous hours toward the preparation of this Plan. City Planning Consultants and City staff facilitated four Task Force meetings, two open houses, one public presentation, and one public hearing before the City Council, in addition to facilitating an online downtown survey as well as several community outreach notifications.

Community input and public participation is the foundation of the Downtown Development District Plan. Without the ongoing participation and support, this Plan would not have been possible.

### *City Council*

Anthony R. Moyer, Mayor  
Duane E. Bivans, Vice Mayor  
Charles W. Porter, District 1  
Amy Minner, District 2  
Fonda Coleman, District 3  
Eric Marquis, District 4  
Kenneth W. Stubbs, District 5

### *Planning Commission*

James Coudriet, Chairman  
Jeff Rettig, Vice Chairman  
Elizabeth Brode  
William Rogers  
Stacey Sizmore

### *Harrington Staff*

Teresa Tieman, City Manager  
Kelly Blanchies, Clerk of Council  
Rhiannon Bush, City Clerk  
Dean Gary, Accountant  
Beverley Ireland, Administrative Assistant  
Adam Poplos, Code Enforcement  
Joyce Wix, Administrative Assistant  
Michael Davis, Clerk

### *Downtown Task Force*

Viva Poore, Harrington Historical Society  
Jack Stewart, The Clutter Box  
Jeff Bowers, Bowers Group LLC  
James Callaway, Trinity United Methodist Church  
Christine Hayward, Harrington Public Library  
Cheryl Lahman, The Harrington Florist & Cakery  
Alan Matas, Connections Community Support Programs  
Andy Patel, Downtown Junction

### *City Planning Consultants*

Debbie Pfeil - Project Manager  
Associate / Planning Manager  
  
Lauren Good, AICP - Project Lead  
Project Planner



Funding for this Plan was provided by the Neighborhood Building Blocks Fund.

A special thanks is given to the Delaware Public Archives for the provision of numerous historical images of Downtown Harrington.



# Chapter One.

## *Downtown Harrington - The Introduction*





## Downtown Description

For the purposes of this Plan, Harrington's Downtown Development District shall be referred to as the Downtown and identified as the area shown on *Map 1. Downtown Boundary*. The Downtown, comprised mostly of the traditional central business district (Commerce Street, Railroad Avenue, and Mechanic Street), encompasses some of the adjacent residential streets where homes have been converted to businesses and other non-residential uses (Fleming Street, Dorman Street, and Delaware Avenue) and also extends eastward along Clark Street to incorporate commercial properties that cross the north-south running railroad tracks. The City has a population of approximately 3,500 and so chose a boundary of approximately 33 acres and 108 parcels, representing an area most in need of revitalization in which to concentrate their initial efforts.

The City used relevant data to support the need for the creation of their Downtown Development District Plan (Downtown Plan). With Census and other local data, the City was able to provide evidence that the Downtown has low homeownership, vacant buildings and storefronts, and a number of structures with existing code violations.

The City was able to identify a variety of potential positive impacts, including economic development potential, increased homeownership, positive marketing and identity creation, formation of a downtown organization, and a greater feeling of Downtown ownership. By attracting a greater number of owner-occupied residences, the City hopes that there will be increased residential property maintenance and general activity within the Downtown. They also feel that Downtown redevelopment will increase community pride, in turn encouraging additional investment, and reinvigorating the City as a whole.

## Purpose & Need

In 2014, the Downtown Development Districts Act was enacted by the Delaware 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.

In the first round of Downtown Development District (DDD) applications in 2014, three communities were awarded designation: Dover, Seaford, and Wilmington. Governor Markell announced the opening of a second round of DDD applications on March 16, 2016. Communities throughout the State would have the opportunity to apply to have their downtown areas designated as Districts and take advantage of the program.

Local governments wishing to take advantage of the program must identify a downtown district in their community and apply for designation through the Office of State Planning Coordination. Completed applications are considered by the Cabinet Committee on State Planning Issues, which makes recommendations to the Governor, who then designates Downtown Development Districts. Selection as a Downtown Development District entitles private construction projects within the identified District to receive grants to offset 20% of their capital construction costs.

Unlike similar incentives in other states that are often limited to commercial and industrial projects, Downtown Development District grants are available for a broad range of projects including residential, mixed-use, commercial, and industrial projects within the boundaries of a DDD. Grants are available to virtually anyone who makes qualified real estate improvements in a DDD. This includes for-profit builders and investors, nonprofit organizations, businesses, and even homeowners. For eligibility purposes, qualified real property investments are capital expenditures, incurred after DDD designation, necessary for rehabilitation, expansion, or new construction, sometimes referred to as "hard costs". Examples include exterior, interior, structural, mechanical, or electrical improvements; excavations; grading and paving; landscaping or land improvements; and demolition. In addition to the DDD grant administered by the Delaware State Housing Authority, several State agencies are offering enhancement to existing programs for those

communities that achieve DDD designation including the Department of Agriculture; Department of Children, Youth and Their Families; Department of Health and Social Services; State Housing Authority; Department of Natural Resources and Environmental Control; Department of State; and the Sustainable Energy Utility. Many State agencies also have existing programs that will further DDD initiatives.

Harrington received a Neighborhood Building Blocks Fund Grant in 2015 to develop a Downtown Development District Plan, in order to apply for State designation under this program. This grant, funded by the JP Morgan Chase settlement agreement, awarded \$40,000 to the City of Harrington to engage a planning consultant and prepare a District Plan (including stakeholder and public outreach process) and accompanying maps for submittal to the Office of State Planning Coordination for application for designation as a Downtown Development District. Harrington intends to submit their application for Downtown Development District designation in the June 1, 2016 designation application round.

The City of Harrington has long been an important commercial, agricultural, and entertainment hub in Delaware. In more recent history, the majority of the regional draws and attractions are located outside of the City's core downtown. A major challenge for the City is to redevelop the Downtown with the right mix of uses, promote day and night economic activity as well as year-round activity, and compete with the abundant commercial and entertainment options outside of the Downtown. The Downtown still has a variety of small-scale businesses including retail, banks, and professional and general services, but currently has a number of vacant and underutilized properties.

Harrington is starting to see a redevelopment trend occur in the Downtown, which has experienced some infill and also several redevelopment projects that have made improvements such as exterior renovations and signage upgrades. In 2007, the City changed its development review process, making many processes subject to only administrative review, thereby expediting the project review and resulting in a process that was less expensive in terms of time and cost. This process has been very successful and encourages redevelopment through onsite guidance and building improvements. Unfortunately, most of the successful redevelopment projects that have

taken advantage of this new, expedited process have been located on DuPont Highway; however, some were located in the Downtown area, such as Spartan Station, Downtown Junction, and a local farmers' market.

The City desires to continue stimulating development in the Downtown and build off of these recent successes. One major goal is to revitalize the Downtown, improve existing businesses, and attract new businesses. Toward this goal, the City supports additional infill development on vacant parcels for mixed uses, as well as the adaptive reuse of existing structures. While the majority of the empty structures are older and may not be up to current building code regulations, they still hold great development potential. Several of the buildings are large and the building footprint takes up the majority of the property. As such, some development requirements such as on-site parking may be difficult to meet.

The City also desires to create a more vibrant live-work-play community with a mix of residential, retail, service, and entertainment uses. Currently, the City wishes to attract additional retail and professional office type uses. The Downtown would benefit from more daily amenities such as groceries, nighttime restaurants, a movie or play theater, and housing options for all ages and income groups. Retail, entertainment, and lodging uses in the City could dovetail and benefit from the many regional attractions such as the Harrington Casino and Raceway and other uses on DuPont Highway, as well as annual attractions such as the Harrington State Fair. In addition, the City would like to increase its resident population working within City limits. Apartments above retail or offices in the Downtown would offer additional housing options for a wider range of ages and income levels, and additional retail and office uses in the Downtown would offer more job opportunities for residents.

The City further wishes to encourage foot traffic and make the streets more pedestrian friendly, beautify the public realm, and promote public safety through street activity. The City has been advancing placemaking principles that promote pedestrian activity and retaining and attracting neighborhood scale businesses. For instance, the City received funding to reconstruct the sidewalks in the Downtown. This is a major enhancement project to enhance character, as well as bring the Downtown into Americans with Disabilities Act compliance.



Marketing, promotion, and additional branding efforts are also 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 marketing and special events. The City would also like to focus on business recruitment, including maintaining an inventory of available business space and publicizing commercial opportunities.

## Downtown Planning Process

### *Downtown Reconnaissance Survey*

At the beginning of the Downtown planning process, City Planning Consultants visited the City of Harrington and walked the streets that would eventually comprise the Downtown boundary in order to best observe, document, and photograph its existing conditions. This survey included documentation of uses and businesses, urban form, contributing features to community identity and character, property maintenance and upkeep, redevelopment opportunities, streetscape conditions, and overall walkability. One of the Consultants has served as Harrington's City Planner for over ten years and is very familiar with the City and was able to give even deeper insight to this process than would a casual observer who did not have nearly the same depth and breadth of knowledge.

### *Stakeholders & Partnerships*

Stakeholders and partners play significant roles in achieving the goals stated within this Plan. It is important that everyone work together to implement the Plan as well as work toward improving the overall Downtown. When forming a Downtown Merchants' Organization, it is important to strive for diversity, dedication, and positive promotion within leadership positions. The City should encompass a supportive role and not a leadership role other than the initial coordination. The local stakeholders identified within the Downtown include, but are not limited to:

- Business Owners
- Property Owners
- City of Harrington City Hall

- City of Harrington Police Department
- Residents/Consumers
- Harrington Senior Center
- U.S. Post Office - Harrington
- Norfolk Southern Railroad
- Religious Institutions
- Financial Institutions
- Harrington Historical Society

Partners play a significant role within the Downtown. While these partners may not reside in the City limits, the resources, knowledge, and overall support to the Downtown can be significant. The potential partners identified within the Downtown include, but are not limited to:

- Harrington-Greenwood-Felton Centennial Rotary Club
- Central Delaware Chamber of Commerce
- Kent Economic Development
- Delaware Economic Development Office
- Kent County & Greater Dover Tourism
- Delaware Department of Transportation
- Delaware Department of Natural Resources & Environmental Control
- Small Business Association - Delaware District Office
- United States Department of Agriculture - Business and Cooperative Rural Development

### *Community Outreach*

Community outreach is an important component in the planning process. The opinions of residents, business owners and operators, property owners, and visitors help to identify what they think the important issues are that need to be addressed and how they think the Downtown can be improved in the future. The following outreach methods were completed during the process of creating this Plan:

- Task Force Meetings (4);
- Downtown Survey;
- Community Outreach Events (2);
- Public Presentation (draft Plan); and
- Public Hearing.

#### **Task Force Meetings**

The Downtown Task Force was appointed by the City Manager and was comprised of a number of

Harrington citizens, business owners, and nonprofit organization members who are active in the community. Members donated numerous hours to attend meetings, provided their input on a variety of topics, decorated their businesses and organizations for Downtown open houses, encouraged friends and family members to participate in online surveys, attended public presentations, and most importantly, gave invaluable input into the Downtown Plan that could not have been written without their support and encouragement.

The Task Force met on four separate occasions:

### *Task Force Meeting No. 1 | Kick-Off*

The Task Force kick-off meeting was held on December 1, 2015 at the Price Community Center. Task Force members were present to hear the City Planning Consultants discuss background on the 2014 Downtown Development Districts Act, Neighborhood Building Blocks Fund (NBBF) Grant, and Harrington's successful NBBF grant application.



The overall project scope and schedule was discussed, as well as project roles and responsibilities. A brief overview of recent projects and investments was given that led into a discussion of the Downtown's demographics and existing conditions. Members were introduced to their homework assignment – a SWOT analysis – where they were asked to walk the Downtown and think about its strengths, weaknesses, opportunities, and threats. Members were also asked to review and comment on draft survey questions that would be finalized and made public in January 2016. A proposal for a community outreach event was also discussed – *Love Your Downtown*. Members were also asked to consider whether they would like to see any changes to the proposed Downtown boundary.

### *Task Force Meeting No. 2 | Visioning*

The second Task Force meeting focused on visioning activities and was held on January 12, 2016, also at the Price Community Center. Task



Force members heard the City Planning Consultants review five model projects: Winchester, VA; Apex, NC; Milford, DE; Keswick Village, PA; and a mixed-use

Habitat for Humanity project located in Albany, NY. Consultants also discussed lessons learned in interviewing staff from these and other “model” towns, as well as their own past experiences. Members were asked their opinions on the proposed Downtown boundaries. The SWOT analysis that was assigned as homework during the first meeting was discussed in depth (information can be found in Chapter Two under Economic & Market Analysis). Members were introduced to their homework assignment – consideration of possible goals and objectives. They were also asked to attend the upcoming community outreach event – *Love Your Downtown* – and were reminded to participate in the downtown survey and ask others to as well.

### *Task Force Meeting No. 3 | Goals & Objectives*

The third Task Force meeting focused on goals and objectives and was held on March 10, 2016, again at the Price Community Center. Task Force members heard the City Planning Consultants present an overview of the downtown survey results. A follow-up to the previous Task Force meeting's SWOT analysis was held, based on results of the survey. Members began a discussion of goals and objectives that would be completed at the following meeting.

### *Task Force Meeting No. 4 | Incentives*

The fourth Task Force meeting centered on a discussion of possible incentives to be offered within the Downtown. It was held on March 23, 2016 in the Harrington City Hall Council Chambers. Goals and objectives for the Downtown were finalized and the ultimate vision was determined. Direction was determined for incentives and the Task Force gave 100% buy-in to the process to-date.

### **Downtown Survey**

In January 2016, an online survey was opened to all residents, business owners and operators, property owners, renters,



employees, and visitors to the City of Harrington. The online survey ran from January 11, 2016 through February 19, 2016. Paper copies of the survey were also made available to those without internet access. Postcards describing the Downtown project, as well as requesting completion of the survey, were distributed at the Love Your Downtown Open House, throughout the Downtown, and emailed to various stakeholders. The survey was also available for those who chose to complete it in a paper format. These were returned to the City Hall and were manually entered into the online survey for data analysis. A total of 88 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 Harrington 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.

The survey focused on the following areas:

- when and where visitors shopped in the Downtown;
- features that attract respondents to a shopping/business area;
- advantages and disadvantages of Harrington's Downtown;
- safety;
- preferred future scenarios;
- businesses respondents would like to see in the Downtown;
- changes that would improve the Downtown;
- needs for Downtown business expansion;
- potentially useful services for local merchants;
- importance of various consumer segments;
- barriers and obstacles facing Downtown businesses; and
- forms of advertising currently utilized by Downtown businesses.

Forty percent of survey respondents were Harrington residents. Nearly 65% of those responding to the survey were women. Over 93% of the respondents were white and over 97% indicated they were not Hispanic or Latino. Slightly over 45% of respondents indicated their age to be between 45 and 64. The following list briefly summarizes

responses to the survey:

- The most common frequencies for visiting Downtown Harrington was “once every few months” (31% of respondents) and “once a month” (23% of respondents).
- Respondents indicated that the places they most frequently visited in the Downtown were the “Post Office or Bank” and “Retail”.
- The most commonly identified time to visit the Downtown was Monday-Friday, before 5:00pm.
- When questioned about safety, 100% of respondents indicated they felt safe in the Downtown during the day and 61% indicated they felt safe during the night.
- The factors “friendly local service,” “supporting local businesses,” and “convenient location” were most commonly cited as major advantages of the Downtown.
- “Lack in variety of goods and services” was most commonly cited as a major disadvantage of the Downtown.
- When questioned about the types of businesses respondents would like to see come to the Downtown, the most common requests were for personal service uses, public and civic uses, and commercial retail uses, with specific requests such as a small grocery store and hair salon. Locally-owned restaurants, coffee shops, and specialty food shops were the most requested food-related businesses, with specific requests such as an ice cream shop, bistro, and sports bar.
- When asked if respondents “strongly agree” that certain traits attract them to a shopping/business area, “friendly customer service,” “quality of products and services,” and “variety of products and services” were most commonly rated as influencing factors.
- 40% of respondents to the merchant survey indicated they had a need to expand. In a separate question, only 40% of respondents indicated that they were committed to keeping their business Downtown.

Additional information gleaned from the survey can be found throughout this Plan. The survey forms and more detailed results can be found in the Appendix.

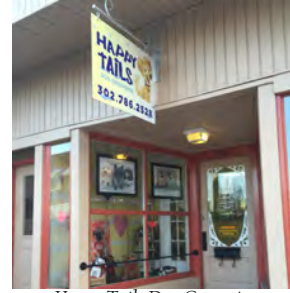


## Community Outreach - Love Your Downtown Open House

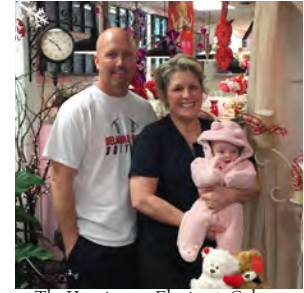
On February 5, 2016, the Harrington Downtown Development District Partnership (comprised of the City of Harrington, City Planning Consultants, and Downtown businesses and nonprofits) held an event, Love Your Downtown, in conjunction with the City Council's proclamation of February as City Goes Red Month and February 5th as Wear Red Day. In addition to working with the City to promote City Goes Red Month and Wear Red Day to urge all citizens to show their support for women and the fight against heart disease, the Love Your Downtown Open House encouraged businesses to create red window displays and decorations. This outreach event encouraged area residents to visit Downtown businesses, nonprofits, and government agencies to learn what they sell or services they provide, and hopefully to encourage these same people to patron a new business or entity. Each participating business/nonprofit was provided an event card that encouraged each person to visit all the businesses/nonprofits shown on the Downtown map and obtain a signature of each business to be eligible for a gift basket upon completion. An educational project booth was displayed within the City Hall Council Chambers to wrap up the end of the day by drawing event cards to win the two gift baskets. The purpose of this booth was to display information on the Downtown project, gain feedback on the proposed boundary and SWOT (strengths, weaknesses, opportunities, and threats) analysis (see Chapter Two), and to encourage attendees to fill out the downtown survey. There was a proposed boundary map and SWOT analysis, as well as information on the 2014 Downtown Development District Act for community members to review and ask questions.



Nine stakeholders participated in the open house:



Happy Tails Dog Grooming



The Harrington Florist & Cakery



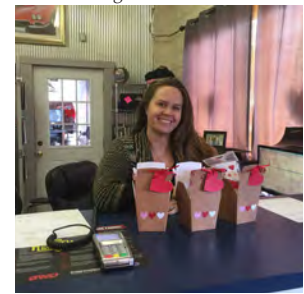
The Clutter Box



City Manager Teresa Tieman with  
OMG Collage owner Marie Gannon



Power in Praise Ministries



Cook's Tire Center



Harrington Police Department



Harrington City Hall



City of Harrington Staff members Joyce Wix, Beverley Ireland, and City Manager Teresa Tieman join City Planning Consultants Lauren Good and Debbie Pfeil of KCI Technologies at the Love Your Downtown project booth displayed in City Hall.



Harrington Historical Society (HHS)  
Mayor Anthony Moyer, HHS President  
Jean Miller, HHS Treasurer Viva Poore, and  
City Manager Teresa Tieman

### Community Outreach - Senior Center Birthday Celebration

Gene Price, Director of Harrington Senior Center, Inc., invited the City Planning Consultants to attend their February 16, 2016 birthday celebration to discuss the Downtown project. Keeping the “Love Your Downtown” theme of the open house event, display tables were set up and the two Consultants gave brief presentations on the Plan and eventual goals of Downtown Development District designation with the State. They also assisted numerous celebration participants in filling out their downtown surveys (more information above). Celebrants who filled out surveys were entered into a raffle for gift baskets provided by the City Planning Consultants.



### Public Presentation

On April 14, 2016, a joint meeting of the Harrington City Council, Planning Commission, and Downtown Task Force was held at the Price Community Center, and was open to the public. All stakeholders with physical addresses located within the Downtown were hand-delivered a flyer inviting them to attend. Information about the presentation was also advertised in the newspaper and posted on the City’s website. At this meeting, City Planning Consultants gave a presentation on the Plan’s development, the outreach process, the Downtown vision, the Plan’s goals and objectives, implementation strategies and timelines, incentives, and an overview of the Downtown Development District Designation application process. All attendees were invited to ask questions. This presentation served as the public release of the Plan document and the following day (April 15th) marked the beginning of the public comment period, which would end on May 9th at the close of the Public Hearing.



### Public Hearing

The Public Hearing on Harrington’s Downtown Development District Plan was held on May 9, 2016 and public comments were received from April 15th through the close of the Public Hearing. A legal notice advertising the Public Hearing was published in the Delaware State News on April 24, 2016 and in The Journal on April 27, 2016. All public comments received during this period are provided in the Appendix.

### Local Press Coverage

The City thanks The Journal for their coverage and support of this project with news articles published on the following dates: February 3, 2016; February 10, 2016; April 6, 2016; and April 20, 2016. Copies of these articles can be found in the Appendix.



### *Agency Coordination*

A draft of this Downtown Plan was submitted to the Office of State Planning Coordination (OSPC) on April 15, 2016, the same time the draft was released to the public, in accordance with the Neighborhood Building Blocks Grant Agreement.

## **Existing Documents, Activities & Organizations**

### *Comprehensive Land Use Plan*

The City of Harrington's Comprehensive Land Use Plan was adopted on December 16, 2013 and certified by the Governor. Its primary vision is to maintain the quality of life and rural character of the community while protecting the health, safety, economic health, and welfare of its citizens. Harrington recognizes that responsible and sustainable use of land and natural resources is critical to the economic growth of the community.



The function of the Comprehensive Land Use Plan is to provide direction relating to growth management, redevelopment, transportation, environmental protection, and City services based on past and present data and trends. The Comprehensive Plan identified areas of improvement and implementation items for future consideration.

While applicable to the entire City, the Comprehensive Plan holds a number of themes that can be used to further inform the Downtown planning process. It indicates that the downtown in every small town reflects the heart and soul of the community. Harrington's Downtown should reflect the City's small town character with seasonal window displays that encourage the community to shop locally. It should be the location of events and gatherings for neighbors and businesses. The community should be able to park their vehicles, walk, or ride their bicycles to the Downtown to shop, eat, and socialize. The Comprehensive Plan's

themes and goals that are relevant to the Downtown have been incorporated throughout this Plan and, most specifically, into Chapter Four.

Upon adoption of the Comprehensive Land Use Plan, the City prepared a comprehensive rezoning to ensure the proposed zoning changes complement the approved future land use classifications. During this process, all parcels were compared to the existing zoning to determine proposed zoning changes. Notifications were sent to the affected property owners allowing an opportunity to meet with the City to discuss the changes and to determine if property owners wished to oppose the proposed zoning. Based on requested meetings by the property owners, only eight parcels were in opposition to the proposed zoning changes. These eight parcels were reviewed and a recommendation was made to allow the current zoning classification to stand. One hundred and sixty-seven parcels (excluding the eight opposed parcels) were presented for zoning changes and adopted as presented in Ordinance 15-07 on July 20, 2015. Ordinance 15-16 was presented to amend the recently adopted Comprehensive Land Use Plan, Exhibit 17 - Future Land Use to change the eight parcels to complement the existing land use classification. This Ordinance was adopted on December 7, 2015. The City submitted the Comprehensive Land Use Plan Amendment to the Office of State Planning Coordination on February 1, 2016 and presented at the Preliminary Land Use Service (PLUS) meeting on February 24, 2016. Correspondence was received regarding the PLUS application with no State objections.

### *Zoning Regulations & Design Standards*

The 2013 Comprehensive Land Use Plan identified certain needs as they pertain to aesthetic appearance and the function of the Downtown. During this process, it was discovered that the Downtown area had several spot zoning classifications and the neighboring uses were not complementary in nature. The identified needs included, but were not limited to, the following:

- lack of character and maintenance;
- structure and curb appeal improvements;
- new street lighting for remaining downtown area; and



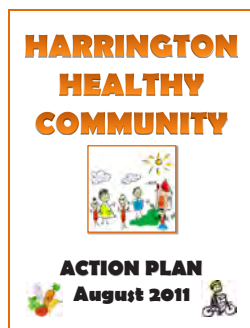
- window displays and maintenance of vacant buildings.

The City's Zoning Ordinance (Chapter 440 of the City Code) recently underwent a comprehensive update, which was adopted on July 20, 2015 and ensured the neighborhood uses were allowed throughout the area. The majority of the Downtown is in the C-2 Central Commercial Zone, which was completely updated to be a major component in the City's redevelopment efforts. The intent of this zoning district is to create a lively, safe, human-scaled downtown area in which people will want to live, visit, shop, and work. The C-2 Zone regulations permit a variety of uses that one finds in a traditional downtown. In addition, the design standards focus on creating a pedestrian-oriented space through form-based site, building design, and placemaking standards.

The Downtown also includes a smaller portion of C-3 Service Commercial Zone, which permits uses and has zoning requirements that are more typical of a higher commercial highway environment than a traditional, walkable downtown. A more detailed description and assessment of the zoning districts within the Downtown are provided in Chapter Two.

### Healthy Community Action Plan

The Harrington Healthy Community Action Plan (HCAP) provides a tool containing strategies based on community assessment data and input from a partnership team comprised of positive, active, diverse, committed, and community-driven individuals that brought several different viewpoints to the project. A community assessment was completed using the Community Health Assessment and Group Evaluation (CHANGE) tool developed by the Centers for Disease Control and Prevention (CDC). Project goals were to develop and/or strengthen the capacity of the Harrington community to reduce obesity and other chronic diseases and improve the health of residents by implementing policies, systems, environmental strategies, and programmatic



supports to increase healthy eating and opportunities for active living and healthy behaviors.

The HCAP, while applicable to the entire City, includes some goals that have and can be used to further inform strategies for the Downtown:

- develop a mixed use zoning classification (this goal was achieved through the adoption of new C-2 Zone regulations in Chapter 440, Zoning in 2015);
- develop a bicycle and pedestrian plan;
- conduct annual Harrington Healthy Community Day;
- continue the Farmers' Market; and
- encourage medical and dental services to locate in Harrington.

### Strategies for State Policies & Spending

On April 14, 2016, Governor Markell signed Executive Order 59 adopting the 2015 Delaware Strategies for State Policies and Spending. Originally approved in 1999 and updated in 2004 and 2010, the 2015 document is the third iteration and is now available online. A link has been provided in the Appendix.

The purpose of this document, as with previous Strategies for State Policies and Spending documents, is to coordinate land use decision making with the provision of infrastructure and services in a manner that makes the best use of natural and fiscal resources. The importance of such coordination lies in the fact that land use decisions are made at the local level, while the bulk of infrastructure and services that support land use decisions are funded by the State. The development of the State Strategies document with local governments and citizens helps to create a unified view toward growth and preservation priorities that all levels of government can use to allocate resources.

The document uses the following area designations:

- Levels 1 and 2 identify areas of the State that are most prepared for growth and where the State can make the most cost-effective infrastructure investment for schools, roads, and public safety.
- Level 3 areas reflect areas where growth is anticipated by local, county, and State

plans in the longer term, or areas that may have environmental or other constraints to development. State investments will support growth in these areas; however, the State may have other priorities in the near term, especially for Levels 1 and 2.

- In Level 4 areas, the State will make investments that will help preserve a rural character, such as investments to promote open space and agriculture. The State is also looking to enhance agricultural activities by encouraging the location of complementary businesses in these areas.
- Out-of-Play lands are those that cannot be developed for reasons including designation as federally- or state-owned protected lands, parkland, the development rights have been purchased, or State and local regulations prohibit development.

The entirety of Harrington's Downtown has been designated as Level 1. A link to the Office of State Planning's website with more information and official maps can be found in the Appendix. According to the 2015 document, in investment Level 1 areas, State investments and policies should support and encourage a wide range of uses and densities, promote a variety of transportation options, foster efficient use of existing public and private investments, and enhance community identity and integrity. Overall, it is the State's intent to use its spending and management tools to maintain and enhance community character, to promote well-designed and efficient new growth, and to facilitate redevelopment within these areas.

### Public Investments

Since fiscal year 2010, significant public investments have been made to the Downtown. The investments made were between fiscal years 2010-2013:

- Clark Street - \$33,354 DelDOT funded with no City match
- Streetscape Phase 1 - \$24,000 Transportation Enhancement Program with no City match
- Streetscape Phase 1 - \$302,032 (\$248,600 DelDOT funded and \$53,432 City funded)
- Clark Street Curbing - \$6,010 City funded
- Freedom Park - \$49,987 (\$20,000 Delaware Land Trust funded and \$29,987 matching funds)

### Downtown Streetscape Improvements

The City of Harrington received funding for several improvements within the Downtown. This project not only served to enhance the Downtown character, but achieved Americans with Disabilities Act compliance. The DelDOT Transportation Enhancement and Community Transportation Fund provided monies for construction of the Downtown Streetscape Project.



Phase one consisted of the enhancement of the sidewalks and intersections on Commerce Street from Dorman Street to Fleming Street and on Clark Street from Fleming Street to Hanley Street. The extent of work at each location included:

- removal and disposal of 620 linear feet of curbing
- removal and disposal of 11,400 square feet of existing concrete sidewalk and asphalt paving



- installation of 622 linear feet of concrete curbing
- installation of 11,000 square feet of concrete sidewalk and driveway apron
- installation of 50 tons of hot mix paving
- installation of 15 landscaped islands
- installation of electric conduit and lighting for 18 street lights
- installation of 5 aluminum drain outlets



### Freedom Park

Freedom Park, located on the corner of Fleming Street and Mechanic Street, was once a vacant lot with broken pieces of concrete and weeds used as an overflow parking lot. The Police Department, with approval from the City Council approving

Resolution 13-R-11 on July 15, 2013, applied for a Delaware Land Trust Fund (DTF) grant in the amount of \$20,000 for landscaping, signage, and sidewalks. A 50% match was required from the City; therefore, monies from seized funds and donations accounted for the match. With the vision of the Harrington Police Department and support of the Mayor and City Council, the new park was designed to include a gazebo, benches, sign, Christmas tree, flag pole, irrigation, fence, and landscaping so that it could be a multi-purpose open space area. Freedom Park is the site of many Downtown events throughout the year. More information about these events can be found below in the Downtown Events section.



### Designations

The City of Harrington is one of ten “Commercial District Affiliate” (CDA) designations by the State of Delaware Department of Economic Development

Office (DEDO). This designation is for communities that choose to implement downtown revitalization strategies similar to designated Main Street programs, but on a smaller scale. Some of these towns are “testing the waters” as they consider future Main Street designation. DEDO works with these communities to build strategies that will encourage partnership development, new funding opportunities, and increased opportunities for small businesses. The CDA municipalities can participate in Downtown Delaware’s group training activities led by state and national downtown development experts. Affiliates are in the “network” to learn about best practices in the field of revitalization, to work with a downtown business development expert, and to trade best practices with peers from around the state, particularly in the area of business development. Many of Delaware’s CDAs are direct beneficiaries of USDA grant-related activities. Ultimately, CDAs are offered an opportunity to plan proactively for a vibrant, synergistic downtown commercial business district based on the Four Point Main Street model.

On June 3, 2008, representatives from the Delaware Economic Development Office presented the “Main Street Program and Next Step for Downtown” to the City identifying the Main Street Four-Point Approach. The four point approach presented included:

**Organization** | Develop a budget, gauge community interest, have a speakers bureau, gauge volunteer level, ascertain pledges, and prepare the Delaware Main Street application to DEDO.

**Design** | Streetscape design, design incentives, and review zoning to include project buildings.

**Promotion** | Coordinate a calendar of events.

**Economic & Restructuring** | Work with a DEDO business development specialist, make use of free energy audits, and develop a building/business inventory.

The next steps were preparing a Main Street work plan to move forward in applying for the Main Street designation. The official Main Street application was never submitted by the City of Harrington

based on the lack of Downtown stakeholders and partners.

### *Downtown Events*

Several large events take place in the Downtown throughout the year that bring the community together.



*Heritage Day is an annual celebration of the City's history, featuring a parade (above, far), food, games (above, low), entertainment, and crafts, as well as an annual watermelon-eating contest.*



*Police National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make neighborhoods safer, better places to live.*





*Freedom Park is the site of many Downtown Events including Movies in the Park (top) and Music in the Park (logo, bottom). These events draw many participants from throughout the community.*



*Freedom Park is also the site of the City's annual Christmas Tree Lighting Ceremony, as well as a spot where many people congregate for the Christmas Parade. As you can see above, the site is well-decorated for all of the City's holiday festivities.*

Lake Forest High School also rotates its annual Homecoming Parade, which takes place in Harrington's Downtown every few years. In addition to these events, there are also a number of popular community services, including Parks and Recreation programs, Police Department community events, school outreach events, Library community programs, local church and nonprofit organization events, and supportive local business' events that occur either within or very close to the Downtown area.





# Chapter Two.

## *Downtown Harrington - The Data*





Through the many assets, opportunities, and challenges identified through this Downtown Plan, it is clear that Harrington's Downtown is well-positioned for growth and infill development. This Plan builds from these strengths, carries out the City's vision, and puts the placemaking recommendations in the Comprehensive Plan and recent zoning updates to work. Redevelopment is a top priority and Harrington wishes to address several critical issues that may be hindering the Downtown from meeting its economic potential and capitalize on its many strengths and opportunities.

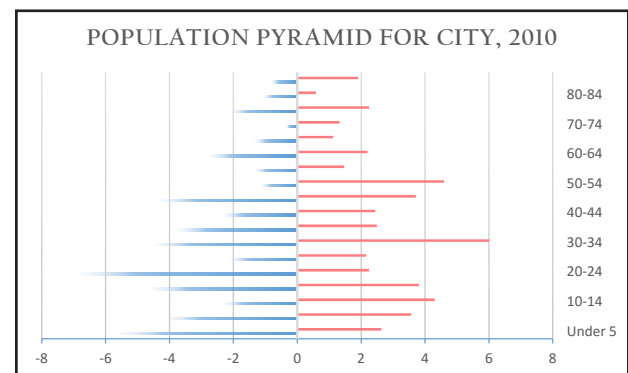
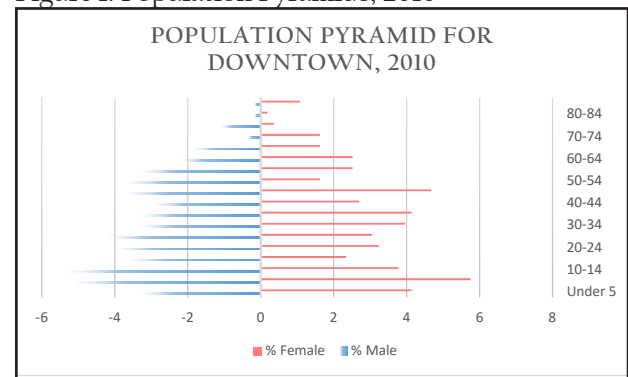
## Demographics & Housing

### Population

Harrington's estimated population in 2013 was 3,616, a very slight increase over the 2010 U.S. Census count of 3,562 and only a 14% increase to the 2000 population of 3,174. While Harrington's population growth during this 2000-2013 time period is more in line with that of the State's 18% growth, it should be noted that Kent County's population growth is more than double that of the City's at 30% during the same 13-year time period. Population figures are not available for the Downtown due to the way the Census collects data at this smaller area level, but the Census Blocks that most closely correspond to the Downtown exhibited a population growth of 20% from 2000 to 2010, growing from a population of 460 to 554.

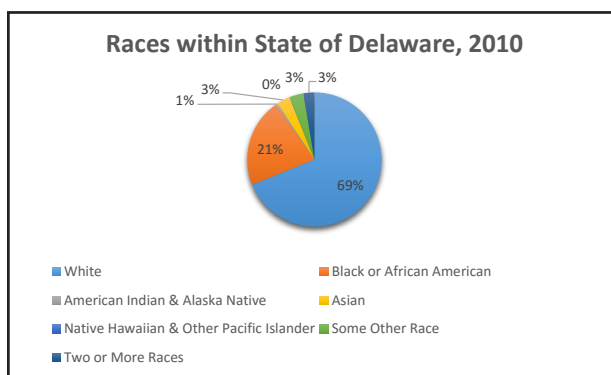
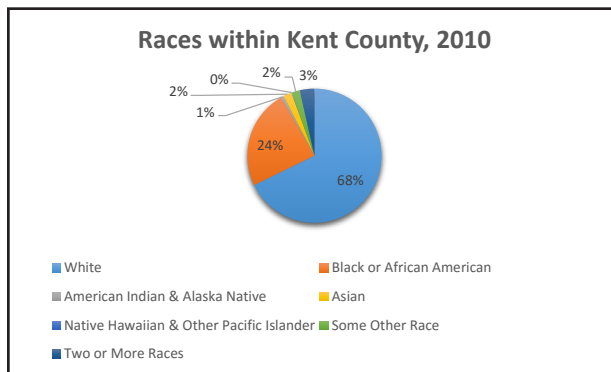
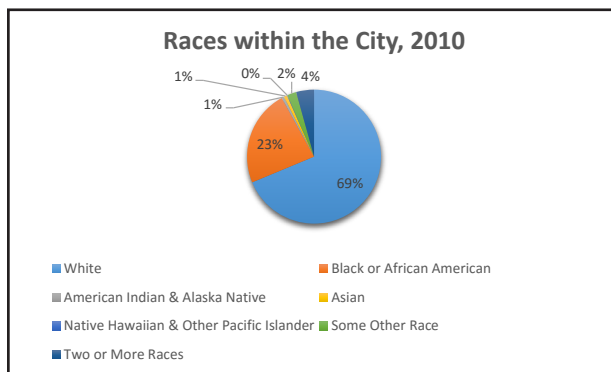
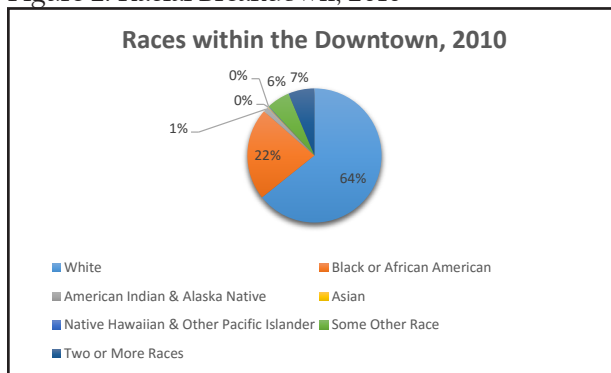
Almost 60% of the Downtown is comprised mostly of working aged individuals (aged 20-65). The next largest group in the Downtown is comprised of school-aged individuals, with almost 26% between the ages 5-19. Seniors make up 8.5% of the population and preschoolers (less than 5 years old) make up less than 8%. As you can see from the population pyramids shown in Figure 1, the population of the Downtown is skewed slightly to the younger age groups, while the City as a whole has higher senior and elderly populations. The median age of the City of Harrington was 33 years according to the 2010 Census.

Figure 1. Population Pyramids, 2010



According to the 2010 Census, over 66% of the Downtown's population was white, 19% was black, 6% was two or more races, and 8% was other. The category "other" encompasses American Indian or Alaska Native, Asian, Native Hawaiian or other Pacific Islander, and other races not specifically listed. Persons of Hispanic or Latino origin accounted for 8% of the Downtown's population. These numbers vary slightly from what can be seen in the City as a whole, where 68% of the population was white, 23% was black, and 8% was other. Five percent of the Downtown population was of Hispanic or Latino origin. This comparison shows that the Downtown is *slightly* more diverse than the City as a whole. The percentages shown for the City very closely mirror those shown for Kent County and the State of Delaware as well. See Figure 2 for a breakdown of races within the Downtown, City, County, and State.

Figure 2. Racial Breakdown, 2010



## Income & Poverty

Harrington's 2013 median household income was estimated to be \$38,182, more than \$15,000 below the Kent County median of \$55,000 and more than \$20,000 below the State median of \$60,000. Median per capita income was \$17,891, compared to the County's \$24,851 and the State's \$29,819. The City's poverty rate of 19.7%, according to the 2009-2013 American Community Survey, was almost 60% greater than the State's 11.7% rate. Unfortunately, this information is not available at the Census Block level and, thus, cannot be determined for the Downtown area.

## Housing & Homeownership

The City's 2013 homeownership rate of just over 50% greatly falls behind the County (72.3%), State (72.5%), and national (64.9%) rates. According to the 2013 Comprehensive Land Use Plan, the percentage of owner-occupied units throughout the City has been decreasing over the past 25 years, although the actual number of units is still the largest segment of housing stock that can be found. This is due to a dramatic increase in the number of mobile homes and trailers within City limits as part of the annexation of a mobile home park between 1990 and 2000 and the construction of several multi-family structures in the 2000s. Within the Downtown, the homeownership rate is even lower, at only 45%. The Downtown also has a residential vacancy rate that is nearing 15%.

The 2000 Census identified 674 owner-occupied housing units within the City. Seventy percent of those were valued between \$50,000 and \$99,999. Less than 1% were valued above \$150,000, while almost 7% were valued below \$50,000. The median value was \$83,800. The largest market segment for renter-occupied units was for the \$500-\$749 price range, with one-third of renters falling in that category. Just over 8% of renters paid over \$750 per month, while almost one-third paid less than \$300. The median monthly rental price paid in 2000 was \$434.

The 2010 Census saw a 20% increase in the number of owner-occupied housing units. The values of those units also rose considerably, with almost 70%

of units ranging in value from \$100,000 to \$299,999. There were still 27% of owner-occupied units that had values of less than \$100,000, while just over 3% had values over \$300,000. The median value for owner-occupied units was \$151,600. The number of renter-occupied units increased by almost 30% during the same time period. The largest market segment for renter-occupied units was for the \$1,000-\$1,499 price range, doubling since 2000, with 28% of renters falling in that category. Almost half of renters paid over \$750, while almost one-quarter still paid less than \$300. The median rental price paid in 2010 was \$1,103 per month.

Table 1. City Housing Values & Renter Costs

		2010		2000	
		No.	%	No.	%
Owner-Occupied	Total Units	812	-	672	1
	<\$50,000	150	18.5%	45	6.7%
	\$50,000-\$99,999	75	9.2%	472	70.0%
	\$100,000-\$149,999	178	21.9%	154	22.8%
	\$150,000-\$199,999	207	25.5%	3	0.4%
	\$200,000-\$299,999	174	21.4%	0	0.0%
	\$300,000-\$499,999	28	3.4%	0	0.0%
	\$500,000-\$999,999	0	0.0%	0	0.0%
	\$1,000,000+	0	0.0%	0	0.0%
	With Mortgage	506	62.3%	364	54.0%
	Without Mortgage	306	37.7%	310	46.0%
Renter-Occupied	Total Units	528	-	418	-
	<\$200	10	1.9%	78	18.7%
	\$200-\$299	117	22.2%	57	13.6%
	\$300-\$499	73	13.8%	88	21.1%
	\$500-\$749	81	15.3%	139	33.3%
	\$750-\$999	99	18.8%	35	18.4%
	\$1,000-\$1,499	148	28.0%	0	0.0%
	\$1,500+	0	0.0%	0	0.0%

Harrington offers a variety of architectural features and character in single-family homes throughout its neighborhoods and a number of multi-family housing units available for rental options, including state-assisted housing. Both single- and multi-family housing options are available within the Downtown.

In Harrington, the greatest segment of the housing stock (28%) was built from 1990 to 1999. As of the

2010 Census, the majority of homes in the City are between 11 and 20 years old. Homes built before 1940 (75 years old or older) make up about 20% of the housing stock. Houses built between the 1940s and 1960s account for another 20% of the housing stock. About 15% of the housing stock was built in the 1970s and 1980s.

## Employment

The 2009-2013 American Community Survey estimates indicated there were 1,830 residents in Harrington that were in the labor force (16 years and over and employable). Out of those residents in the civilian labor force, there were a total of 331 residents that were unemployed. The City's unemployment rate was 18%. This rate is three times the County's and two times the State's unemployment rates, at 6.1% and 8.9%, respectively.

Workers were employed in the following occupations: management, business, science, and arts occupations (28.6%); sales and office occupations (23.1%); service occupations (22.0%); natural resources, construction, and maintenance occupations (13.2%); and production, transportation, and material moving occupations (13.2%). Based on comparisons to the State, Harrington's residents have relative specializations in the community and social services, health technologists and technicians, and healthcare support occupations, meaning that residents have more of these occupations than the State average. The top ten industries represented by City residents include those listed in Table 2.

Table 2. Industries Represented by City Residents

Industry	%
Educational Services, Health Care & Social Assistance	24.7%
Retail Trade	17.8%
Arts, Entertainment & Recreation, Accommodation & Food Services	11.6%
Manufacturing	10.6%
Public Administration	10.4%
Other Services, except Public Administration	8.0%
Construction	7.8%
Transportation & Warehousing, Utilities	3.0%
Wholesale Trade	2.6%
Information	1.6%

## Land Use & Zoning

### Land Use

There is a well-balanced mix of commercial, residential, and institutional land uses within the Downtown. The most prevalent land uses in terms of land area are commercial and residential uses. Commercial uses total 6.4 acres, making up almost a quarter of the Downtown, excluding right-of-way. Single-family residential land totals 5.7 acres and 22% of the Downtown. Mixed-use, which contains both non-residential and residential uses, comprises 4.4 acres of land and 17% of the total area. Institutional land uses such as government, religious, and civic uses total 4.1 acres and 16%. There are 12 vacant parcels totaling 2.1 acres and 8% of the Downtown. These parcels are entirely vacant and do not contain a building, whether occupied or unoccupied. There are six multi-family residential lots on 1.2 acres and 4% of the total land area. Two acres, or 7%, of the land in the Downtown are used for the railroad. There is one park, Freedom Park, on a site of slightly more than 1/8th of an acre that comprises 0.5% of the Downtown's total area. See Map 3. Existing Land Use and Table 3. Existing Land Use for the distribution of each land use type within the Downtown's boundaries. *Please note that the figures in the table below do not exactly match the figures in this paragraph as the table accounts for the acreage within the right-of-way.*

Table 3. Existing Land Use, 2016

Land Use	No. Parcels	No. Acres	% of Downtown
Right-of-Way	n/a	6.3	19.3%
Commercial	22	6.2	19.0%
Single-Family Residential	26	5.7	17.4%
Mixed Use	16	4.3	13.1%
Institutional	22	4.1	12.5%
Railroad	2	2.0	6.1%
Vacant	11	1.9	5.8%
Multi-Family Residential	5	1.2	3.7%
Park/Open Space	5*	1.0	3.1%
	109*	32.7	100%

\*Note: Freedom Park and the Police Department share a parcel and are counted twice in the Parcel column.

Although the uses are generally dispersed throughout the Downtown, there is an evident clustering of uses. There is a concentration of institutional uses near Mechanic Street, between Dorman Street and Railroad Avenue. The majority of the single-family homes are grouped west of Dorman Street as well as on the south side of Clark Street, between Ward Street and the former Spartan Station. Commerce Street, from Railroad Avenue to Dorman Street, exemplifies traditional 'Main Street' character as it contains a variety of neighborhood-scale commercial retail uses, such as antiques, a general store, and a combined florist and bakery. It also includes service-oriented uses such as a post office, banks, and City Hall, as well as mixed-use buildings with apartments on the second floor.

The City wishes to create a more vibrant live-work-play community with a mix of residential, retail, service, and entertainment uses. A major challenge and opportunity for the Downtown is to evolve with the right mix of uses that would promote day and night economic activity, as well as year-round activity. The Downtown would benefit from more daily amenities such as groceries, nighttime restaurants, a movie or play theater, and housing options for all age and income groups. Retail, entertainment, and lodging uses in the City could dovetail and capitalize on the abundant commercial and entertainment attractions and events outside of the Downtown, such as the Harrington Casino and Raceway and the Delaware State Fair.

Additional retail, office, and entertainment uses in the Downtown would offer more job opportunities for residents. As Harrington would also like to increase and diversify its resident population that works within City limits, apartments above retail or offices in the Downtown would offer even more housing options that could appeal to a broader range of ages and income groups.

### Zoning

The Downtown is located in the central area of the City where moderate and high-density mixed-use development patterns are established and desired and where building reuse and infill to create higher densities is encouraged. The C-2 Central Commercial Zone advances a centrally located mixed-use area, as



it encourages the establishment and continuation of small commercial retail, professional business, arts and culture, restaurant, and entertainment uses in conjunction with supportive residential uses. The C-2 Zone consists of 95 parcels on 21 acres, making up the majority (80%) of the Downtown, excluding rights-of-way.

The C-2 Zone gives developers flexibility in design, while maintaining and enhancing the character of the City. The design and development standards focus on creating a pedestrian-oriented traditional downtown through form-based site and building design and placemaking standards. It permits a wide range of uses that help create an environment where most daily needs can be met. The C-2 Zone also allows small lot sizes and minimal front and side yard setbacks, which allow buildings closer to each other and to the street and sidewalk that create a more compact, pedestrian-scale environment. The streetscape standards require street trees, lights, and sidewalks and the architectural standards aim to create a sense of place and promote sidewalks and storefronts as public spaces.

The Downtown also includes the C-3 Service Commercial Zone, which consists of twelve parcels on over 4 acres, making up 17% of the District. There are two groupings of C-3 zoned parcels: on the north side of Clark Street between Delaware Street and the Volunteer Fire Department site entrance and at the southern end of the Downtown boundary between O Alley and the Norfolk Southern Railroad. The intent of the C-3 Zone is to provide for highway-oriented retail and automotive and heavier service-type business activities, which ordinarily require main-highway locations and cater to transient as well as to local customers. The C-3 Zone permits all of the uses in the C-2 Zone, as well as drive-through facilities, motor vehicle services, sales and repair shops, supermarkets, shopping centers, storage and warehouses, funeral homes, commercial greenhouses, and agricultural supply stores. The lot area, yard, and dimension requirements, as well as parking and sign standards, are more typical of a suburban commercial highway environment than a traditional, walkable downtown.

Table 4. Zoning, 2016

Zoning	Parcels	Acres	
	No.	No.	%
C-2 Central Commercial	95	21.0	80%
C-3 Service Commercial	12	4.4	17%
R-1 Single Family Res.	1	0.9	3%
	108	26.3	100%*

\*The remaining 6.4 acres and 20% of the Downtown is comprised of right-of-way.

## Economic Development

The City desires to continue to stimulate development in the Downtown and build off these recent successes. The City supports additional infill development on vacant parcels for mixed uses, as well as the adaptive reuse of existing structures. While the majority of the empty structures are older and may not be up to current building code regulations, they still hold great development potential. The City should continue to assist in the regulatory process with these issues to improve existing businesses, attract new businesses, and facilitate infill development.

In 2007, the City authorized the City Planning Consultant to review the current development application procedures and create methods to streamline and clarify the process. A two tier review process was presented and adopted by the City Council that created a Category A Site Plan Review and a Category B Administrative Plan Review. This tier system allowed specific development applications to be completed without any public meeting, if the project was Code compliant. These procedures can be found in the City of Harrington Code, Chapter 440-287, Uses Requiring Site Plans. The resulting process was less expensive in terms of time and cost. This process has been very successful and encourages redevelopment through onsite guidance and building improvements, and is believed to have initiated a downtown resurgence.

This section has been broken down into three Economic Development sections to assist in identifying the importance of each area: existing structure redevelopment, vacant land development, and priority redevelopment areas.

### Existing Structure Redevelopment

The City previously had several vacant buildings prior to 2007. Since then, many of those have been occupied with new businesses. Vacant buildings with storefronts can contribute to increasing the curb appeal by providing seasonal window displays as well as promoting upcoming citywide events. This will allow pedestrian traffic an opportunity to view the storefront information and perhaps entice a potential stakeholder to occupy the vacant building.

There were several redevelopment projects where current property and business owners have made improvements to existing buildings. These improvements included exterior renovations and signage upgrades, among other things. The successful recent redevelopment projects that have been completed in the Downtown include:



*The Harrington Florist & Bakery, before (left) and after (right), with a new facade. Changes include new signage, paint, and awnings.*

*A once vacant lot in a prominent Downtown location (left) is now used as the local Farmers' Market (right). The site has been updated with landscaping and signage appropriate for the use.*

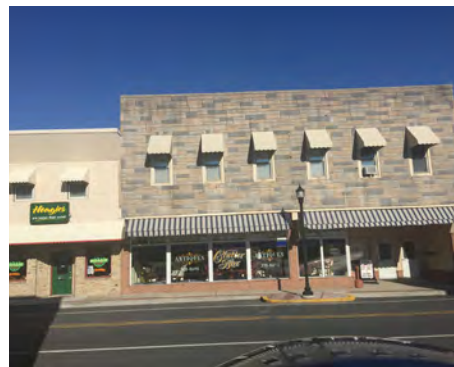


*A vacant, boarded up building (left), became Downtown Junction (right).*

The building was painted with contrasting colors and received new signage. Due to the interior set-up, side and rear window displays were not feasible, so the owner decided to fill these spaces with historical photos of Downtown Harrington, received from the Delaware Public Archives.



OMG Collage, before (left) and after (right), with an updated facade. Changed include updated paint and new signage.



The Calloway Building recently received a facelift (right) consisting of paint, new awnings, and new signage. This building is currently occupied by The Clutter Box, Happy Tails Dog Grooming, and Anchors Aweigh, a new restaurant to be opening spring 2016.

Once known as Spartan Station, a mostly-vacant strip mall (left), this space has been occupied by Connections Community Support Programs (right), an organization that provides care to those suffering from substance abuse issues.

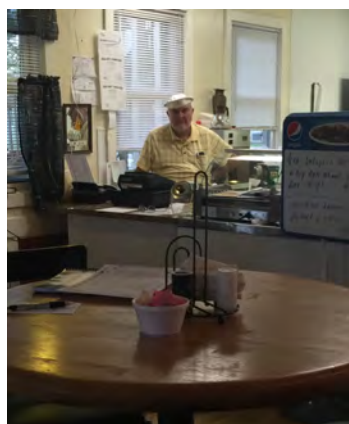


Harrington's City Hall, located at 106 Dorman Street, has recently undergone renovations, both to its interior and its exterior.



*Power in Praise Ministries, a church located at 14 Clark Street, was once a building that sat vacant in the Downtown's gateway for a period of many years.*

*Many of the stores and nonprofits Downtown have updated their signage recently. The signage adds to the visual appeal of both the business/organization and the Downtown.*



*Two new businesses have recently occupied existing vacant structures in the Downtown:  
Anchors Aweigh (left) and  
Blue Hen Construction (right).*





Most recently, two vacant structures were redeveloped and the tenants are now open for business. Both business owners are very friendly, eager to expand the business, and will be an asset to the community. These businesses provide additional services to the Downtown area and are listed below:

- **Anchors Aweigh** is a full service carry out or sit down restaurant located at 29 commerce Street. Harry Marker, a Navy Veteran, is the owner and has over 25 years of experience in the restaurant business. He found the new location while reading The Guide and thought the Downtown location to be ideal. He is known for his cheesesteaks, Italian subs, and large breakfast sandwiches. Mr. Marker would like to support the church community on Sundays and is looking forward to moving his BBQ and smoker outside on the patio during the warm weather. They are open Tuesday-Sunday for breakfast and lunch.
- **Blue Hen Construction** provides services for residential and light commercial construction, located at 1 Dorman Street. Darrin and Laura Simpson are the owners and started the business in 2007. Mr. Simpson is a Lake Forest graduate and a Harrington native, never living more than 5 miles away from his hometown. They have designed and built several single-family homes throughout Delaware, including within Harrington. Mr. and Mrs. Simpson wanted an office centrally located and saw an opportunity to be in Downtown Harrington.

In addition to the completed redevelopment projects listed above, a large multi-use structure known as “Stones Tavern & Package” is under renovation with a new owner. This structure has remained vacant since fire damages in February 2015. The new owner intends to keep the Stone’s name and reopen a sports bar and grill to include a package store.



These improvements clearly show a strong private investment and interest in the Downtown, as shown on *Map 5. Downtown Redevelopment*.

### Vacant Land Development

The City prefers vacant land to be developed to stimulate the Downtown growth; however, this land can also be utilized in many other ways. Vacant lots can be developed as a gateway, sitting area, courtyard, event location, or be kept as green open space. This promotes visual curb appeal rather than an underdeveloped vacant lot with no sense of belonging or contribution to the vitality of the Downtown.

As shown on *Map 6. Priority Redevelopment Projects*, there are 27 parcels totaling just over 5 acres that are classified as vacant or underutilized property. These parcels offer opportunities for compatible infill development. Nine of these parcels currently contain a building, which are either vacant or the yard area is large enough to be subdivided and developed under the current Zoning Regulations. There are seven parcels with vacant buildings. Two properties are currently used as open space with amenities, but are classified as infill potential as they are privately owned. Potential infill could include additional park amenities or improvements.



*On the corner of Clark Street and East Street, the City took possess of an unsafe structure, known as the “Old Mission”. Based on the condition of the structure as well as health and safety concerns, the City demolished the structure and graded the lot. This location is identified as one of the Downtown gateways and the property is currently for sale.*

### Priority Redevelopment Areas

It is a priority for Harrington to reduce the number of vacant structures as well as vacant lots. The curb appeal and occupancy rate plays a vital role in sustaining the Downtown as an economic development engine for the City.

The City strives to ensure all structures are being maintained in a safe, Code compliant manner.

Harrington took possession of a structure, known as the “Old Mission” property located on the corner of Clark and East Streets. This structure was not maintained or safe for occupancy; therefore, the City demolished the structure and graded the site. This property is now being offered for sale.



Single-family two story residential structure located at 19 Dorman Street.

Another structure that lacks property maintenance and Code compliance is located on the west side of Commerce Street next to the WSFS Bank. It has been condemned by the City and is awaiting advertisement of demolition.



There are some highly visible and notable vacant lots at prominent locations in the Downtown. These vacant lands are considered to be an asset as they offer prime opportunities for infill development that fit within the context of the Downtown vision and goals. For this reason, these lots are identified as priority redevelopment areas located on *Map 6. Priority Redevelopment Projects*.

These areas have been defined as priorities for redevelopment based on existing infrastructure, walkability, key locations with high visibility, and needed curb appeal improvements. The priority for redevelopment areas ranks the vacant structures first and foremost, followed by vacant lots as stated below:

## 1. Vacant Structures

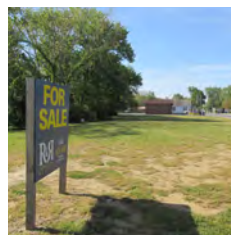


North end of the Connections Complex located on the corner of Clark Street & Reed Street, formerly Kottage Kafe.



Clark Street two-story vacant building next to Bowers Group, formerly an antique retail store.

## 2. Vacant Lots



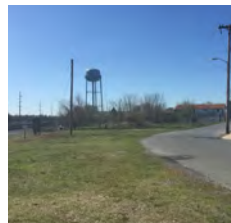
Gateway parcels located on south side of Clark Street and east side of East Street.



Gateway parcels located on the east side of Delaware Avenue.



Parcel located on Commerce Street.



Parcel located on Hanley Street.

## Natural & Cultural Resources

### Floodplains

Special flood hazard areas, or the floodplain, are a graphic representation of the base flood on the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Maps (FIRM). The base flood is the flood expected to have a 1% chance of being equaled or exceeded in any given year. In a 30-



year period (the standard length of a conventional residential mortgage), there is a 26% chance that a structure in the regulated floodplain will be flooded by a 1% chance flood, also known as the 100-year flood event. The City has adopted and enforces Floodplain Regulations, found in Chapter 212 of the City Code, and also participates in the National Flood Insurance Program.

The Downtown is in an area of minimal flood hazard, with no special flood hazard areas mapped as of the latest FIRM publication of July 7, 2014. Although there are no special flood hazard areas mapped as of the writing of this Plan, current FEMA Flood Insurance Rate Maps should be consulted prior to the purchase of real estate and development-related activities.

### Wetlands

Wetlands are defined by wetland hydrology, hydric soils, and hydrophytic vegetation and are important to reduce or mitigate flooding impacts, maintain and improve water quality, and provide habitat for various plant and animal species. The United States Army Corps of Engineers (USACE) regulates tidal and nontidal wetlands under Section 404 provisions of the Federal Clean Water Act. The State more stringently regulates tidal and some nontidal wetlands (e.g., perennial and intermittent streams/ditches and ponds containing a surface water connection to other wetlands) under the Subaqueous Lands Act (7 Del.C. Chapter 72) and the Regulations Governing the Use of Subaqueous Lands.

There are no mapped wetlands located within the Downtown's boundaries. Although there are no wetlands mapped within the Downtown as of the writing of this Plan, it is always important to consult reputable sources to verify this information prior to the purchase of real estate or any development-related activities.

### Sourcewater Protection

Approximately 27% of the Downtown lies within the City's Excellent Recharge Area, designated by the State's Department of Natural Resources and

Environmental Control (DNREC). A portion of the southernmost parcel in the Downtown also contains Wellhead Protection Area. The areas affected can be seen on *Map 7. Environmental Features*. Harrington adopted a Source Water Protection Ordinance, Chapter 350 of the City Code, in 2008 in order to meet requirements of the State Source Water Protection Act of 2001. The purpose of Harrington's Source Water Protection Ordinance is to ensure that land use activities are conducted in such a way as to minimize the impact on, and reduce the risk of contamination to, excellent groundwater recharge areas and wellhead protection areas, which are the source for public drinking water in the City.

Per the City's Source Water Protection Ordinance, underground and aboveground storage tanks would be prohibited in these areas, as well as junk yards, scrap yards, salvage yards, mines and gravel pits; however, these latter uses are not ones that would be conducive to a traditional downtown environment regardless. New development in these areas is limited in the amount of gross impervious cover that is created; however, this threshold may be exceeded if stormwater is treated according to green technology best management practices to remove contaminants and if roof drains are discharged into underground recharge systems or onto permeable surfaces. This is not a complete list of requirements for development within Source Water Protection Areas and, thus, Chapter 350 of the City Code should be consulted accordingly.

### Historic Preservation

The 2013 Comprehensive Land Use Plan entertained the notion of creating three historic districts, one of which could include a large portion of the Downtown. Although the City did not intend to impose historic preservation by ordinance under that Comprehensive Plan, the City Council noted its willingness to work with property owners or private groups to recognize properties that are of significance to the community, the State, and the Nation. If requested to assist private preservation efforts, the City will support property owners' requests for federal funding for historic preservation or designation of the potential districts.

One potential district called out in the Comprehensive Plan, the largest of the three proposed in that Plan, could extend along Delaware Avenue and Railroad Avenue. Potential boundaries are described as North Street and Simmons Road on the north, Delaware Avenue on the east, Reese Avenue on the south, and West Street on the west. Areas of interest include Calvin, Dorman, and Commerce Streets. The area is representative of urbanization and early suburbanization from 1880 to 1940. The potential historic district retains its physical integrity as the density remains the same as when it was first built.

One property in Harrington is currently listed on the National Register of Historic Places, St. Stephen's Protestant Episcopal Church, and can be found within the Downtown on Fleming Street. Today, the former church is now part of the Harrington Historical Society complex and is home to the Society's library as well as many museum displays.



St. Stephens Protestant Episcopal Church. Source: Delaware Public Archives



St. Stephen's Church, as it now looks, is used as part of the Harrington Historical Society complex. As of April 2016, it is the only property in the City of Harrington that is listed on the National Register of Historic Places.



Many other symbols of Harrington's history existing throughout the Downtown:



A sign, located at the corner of Commerce Street, Mechanic Street, Hanley Street, and Railroad Avenue, marks the location of historic "Clark's Corner".

A sign, located at the Harrington Post Office, commemorates the "First Rural Free Delivery Route," beginning in Delaware on October 3, 1898 with the establishment of a route originating in Harrington. Joseph G. Peckham was appointed to serve as carrier. The route was 17.25 miles long and approximately 600 families were served.



## Physical, Public Realm & Walkability

### Connectivity & Walkability

The City is located at the intersection of two major arterial roads - U.S. Route 13 and State Route 14. Route 13 connects commuters to Dover and Seaford and Route 14 to neighboring Milford. This location and proximity to major access routes provides convenient access to surrounding communities, which is a key asset and offers an opportunity for bringing additional people into the Downtown.

Harrington's Downtown has not experienced major traffic problems, unlike other nearby towns, since the majority of the regional traffic travels on Route 13; however, it is important that the Downtown continues to attract a segment of highway travelers and not only local residents in order to remain prosperous. One problem the Downtown does experience is the local railroad stopping the flow of traffic daily as the train crosses the street and/or stops at the station. Map 8. Transportation shows the road, sidewalk, and bike route network within and surrounding the Downtown.

The Downtown has existing pedestrian-friendly



characteristics, such as being small and compact, having an extensive sidewalk network, and motorists generally having high visibility at intersections and pedestrian crossings. In addition, while not a traditional gridded street pattern, the Downtown's streets were laid out at nearly 90- and 45-degree angles, making them fairly easy to navigate. The Downtown streets also connect very well to the adjacent residential neighborhoods with their abundant sidewalk network.

The largest block is approximately 500' by 350', making them easily traversable; however, the addition of crosswalks at intersections and/or mid-block crosswalks could be considered in more highly trafficked areas. One feature that does distract from the Downtown's connectivity are two one-way streets, Dorman Street and Fleming Street. These are relatively narrow streets that do allow parallel parking, but are not wide enough to allow for two-way traffic. These streets do closely parallel one another and do not offer so much of an inconvenience to the Downtown as to be detrimental.

Although the Downtown does exhibit positive connectivity and walkability in general, there is a lack of streetscape amenities (e.g., street trees, greenery, benches) that can contribute to the streets feeling wider and ultimately make pedestrians less comfortable.



Curb bump-outs and on-street parking are effective traffic calming measures. A Downtown business has chosen to decorate this particular bump-out with a colorful display of furniture, further adding to the appeal of the adjacent store, while still maintaining a free-flowing pedestrian walkway.



The wide turning radius and "right turn keep moving" sign at the Downtown's main intersection is designed for vehicles to maintain speed. The wide radius also creates a long pedestrian crossing. Intersections such as these can be confusing for visitors who are not familiar with the area.

### Sidewalks & Biking

The City wishes to encourage foot traffic by making the streets more pedestrian-friendly, beautifying the public realm, and promoting public safety through street activity. The City has been advancing placemaking strategies that promote pedestrian activity and retaining and attracting neighborhood scale businesses. Examples of this include upgrading street lighting and crosswalk, sidewalk, and curbing improvements (information about these improvements can be found in Chapter One under *Public Investments*).



Downtown sidewalk in a predominantly residential area in need of repair.



Sidewalk in a predominantly commercial area that has been improved as part of the Downtown Streetscape Improvement project.

Map 8. Transportation displays the locations of sidewalks within and connecting to the Downtown. In general, the sidewalks in the Downtown are in good condition and are well-maintained. The 2013 Comprehensive Land Use Plan (discussed in Chapter One) includes the results of a sidewalk inventory and study prepared by the Dover/Kent County Metropolitan Planning Organization, which shows missing sidewalks and needed repairs, and makes recommendations for construction or improvement based on priority levels. The highest priorities were streets in the City that lacked a sidewalk on either side of the street and streets that were closer to the Downtown. There were no sidewalks in the Downtown that were categorized as a high priority. A mid-priority area existed on Hanley Street from Mispillion Street to Clark Street. The City received funding to reconstruct some of the sidewalks in the Downtown (information about these improvements can be found in Chapter One under *Public Investments*). The project enhanced the Downtown character as well as included Americans with Disabilities Act compliance.

The Transportation Map (Map 8) shows that the State of Delaware has identified Clark Street, Commerce Street, and West Street as bicycling routes; however, Clark Street is the only street that has been designated as having a “bikeway”. A bikeway, in these terms, means that the street includes shoulders and wide outside lanes, which may or may not be marked and signed as bike routes and, as such, cyclists should be alert for occasional turn lanes in these areas. Clark Street has not been marked and signed as a bike route within the City

of Harrington. As Figure 3 shows, Clark Street also experiences high traffic volume, with over 5,000 vehicles daily and so cyclists should take care when traveling on this roadway.

As the downtown provides a greater regional draw, it will be important to continue to maintain sidewalks and enhance traffic calming measures that offer cyclists and pedestrians comfort, safety, and convenience.



Delaware Avenue, near the Downtown boundary. A “Share the Road” sign has good intentions; however, a designated bike lane or shared lane markings would be more beneficial. Delaware Avenue is a State-maintained and regulated roadway.

Figure 3. Bicycle Map



Source: Delaware Bicycle Maps, Delaware Bicycle Council



## Bus Route

The DART Harrington-Dover Bus Route 117 currently runs Monday-Friday connecting the Delaware State Fairgrounds and Dover. There is one bus stop located within the Downtown at Delaware Avenue just north of Clark Street. There are two other bus stop locations within the City: Clark's Corner and US 13 at Delaware State Fairgrounds. Current buses operate leaving Downtown Harrington to Dover from 5:38 a.m. until 8:37 p.m. at this location. Routes leave Dover and arrive at the Downtown location from 8:11 a.m. until 10:11 p.m. Route 117 stops can easily connect with other bus services to New Castle and Sussex County locations. The route and times should be verified before relying on this information to secure public transportation, as the bus route is subject to change. The U.S. Census indicates that the majority of Harrington residents commute using private vehicles rather than alternative forms of transportation.

Figure 4. DART Route 117



Source: DART First State



A DART bus passing through the Downtown.



Harrington's Downtown bus stop is located on Delaware Avenue. Its location is marked by the sign posted on the electric pole, shown on the right side of this photo.

## Railroad

A railroad operated by the Norfolk Southern Railroad divides the Downtown, impeding connectivity and limiting movement. There is only one crossing in the Downtown at Clark Street. Since it is difficult to obtain approval for new at-grade crossings of a main railroad line, any additional crossing, vehicular or pedestrian, will not be likely. While the railroad limits mobility in the Downtown, it is also a significant part of the City's heritage. The Railroad Museum and the rail lands south of Clark Street offer a historical context and character to the Downtown. The 2013 Comprehensive Land Use Plan recommends improvements to the tracks in order to better blend in with the Downtown character. The Comprehensive Plan also states that the City strongly supports and encourages commuter rail service with a stop in Harrington.

The railroad station recently underwent exterior renovations, which improved the aesthetic quality of the building. As the building is located in the Downtown's northern gateway, this renovation was a needed and appreciated improvement to the site; however, the City would still like to work with Norfolk Southern to devise a plan for improving the entire site.



The Norfolk Railroad Station - before renovations (above) and after (below).



The railroad station is located in the middle of the Downtown and is in need of improvements, specifically around the pedestrian areas to include Railroad Avenue and the Delaware Avenue gateway. These improvements could range from planter boxes, designated parking improvement areas, as well as green open areas. This area is currently looked upon more as a manufacturing and/or storage yard than a Downtown gateway, something the City is hoping to change.



The Norfolk Southern Railroad runs north-south through the Downtown. While the railroad at times limits both vehicular and pedestrian/cyclist mobility in the Downtown, it also offers historical context and character to the District. In the first photo to the left, a train passes by the station. In the upper photo, a caboose sits outside of the Train Museum, located on Hanley Street, adjacent to the working rail line. In the lower photo, a railroad crossing sign and arm is located at the only crossing on Clark Street.

### Gateways & Streetscapes

It is a goal of the City to reinforce the Downtown's identity with attractive gateways at its edges. Improved gateways are an important aspect of downtowns, as they help to define identity, signify



to travelers that they have entered an historic area, and instill a sense of place and civic pride. Potential strategic gateways for Harrington's Downtown include Commerce Street, Clark Street, and Delaware Avenue.

### Commerce Street Gateway

The intersection at Commerce Street and Mispillion Street offers a prominent gateway. Here, the City transitions from residential to non-residential uses, includes the architecturally prominent Trinity United Methodist Church, and is the location where 'Main Street' streetscape improvements begin such as crosswalks, curb ramps, and street lighting. An area of concern is the appearance of the other Downtown entrances.



### Clark Street Gateway

The intersection of Clark Street and East Street also offers a prominent gateway. This gateway begins with a residential area, then transitions to vacant lots and a mix of residential and neighborhood uses such as the Connections complex.



### Delaware Avenue Gateway

Travelers entering the Downtown on Delaware Avenue and Clark Street first see vacant areas and an under-maintained railroad station with "no trespassing" signs. There is no sense of arrival into

a historic and revitalizing Downtown; however, just past the railroad, the well-maintained intersection at Commerce Street and the historic bank become an appealing focal point.



### Downtown Streetscapes

The Downtown, particularly Commerce Street, has a distinct streetscape and architectural features that help create a unique identity and character, and that exemplify a traditional historic downtown. The key streetscape features in the Downtown include the historic brick strip in the sidewalks, pedestrian scale street lighting, red brick buildings, and other distinguishable architecture. Interesting signage, attractive window displays, and sidewalk furnishings placed by business owners also add character and charm. Buildings in the commercial core are generally built up to the sidewalk, anchor the intersection corners, and are within close proximity to one another. All of these factors contribute in defining the streetscape as a public realm and create a more interesting and pedestrian-friendly environment.



Window displays, street furniture, and plantings help soften a building's mass and bulk, and help to create a more inviting public streetscape.



Creative signage and detail adds visual appeal to an otherwise blank brick wall.

Further south on Commerce Street, between Dorman Street and the Downtown boundary at Mispillion Street, there are mixed-use and single-family residential homes that further add to the Downtown's unique architecture and small town historic character, contributing to an attractive gateway.



The McKnalt Carpenter & Baker Funeral Home, located on Commerce Street, reflects the traditional residential architecture found in the Downtown, which has been preserved and enhanced through adaptive reuse. This preservation and reuse helps to characterize the Downtown.

## Open Space

There are four open space and recreational areas totaling just under one acre and 3% of the total Downtown area: Freedom Park on Mechanic Street; privately owned lands on Commerce Street; the Farmers' Market on Commerce Street; and a privately owned playground that was once part of a daycare located in Spartan Station at the corner of Mill Street and East Street. When available to the public, these amenities are key assets and opportunities as they offer residents and visitors a gathering space for community events and programs and another place to visit while in the Downtown.



What could have been a large parking area is being used as a public space. This small shed is also the site of Santa's House when he comes to visit Harrington's Downtown each December. During other times of the year, it is used as a small picnic area adjacent to the Harrington Florist & Bakery.





The Downtown Harrington Farmers' Market, located in a once-vacant lot on Commerce Street, is open on Saturdays May through September. The sign posted onsite will have opening and closing days listed, as well as times of operation.



Located on the corner of Fleming Street and Mechanic Street, Freedom Park was once a vacant lot filled with broken pieces of concrete and weeds, used as an overflow parking lot for the area. It is now used as a centrally located Downtown park that can provide a location for multiple community events.

## Parking

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 5 acres and comprises 15% of the total Downtown area.

Off-street parking for existing structures are provided for several parcels; however, many structures cover the majority of their associated lots and cannot meet the parking requirements. In addition, many of the streets in the Downtown have available on-street parking on at least one side. The majority of Downtown customers park in the two bank parking areas and walk to multiple locations; however, these lots are not designated as shared or

satellite parking areas. The parking supply appears to exceed demand, as there is often on-street and off-street parking spaces available during the day and night. In fact, most parking areas are predominantly vacant in the Downtown during daytime and evening hours unless an organized event is taking place.



While this is a privately-owned parking lot located between Commerce Street and Hanley Street, it is often underutilized.

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

The City's parking regulations require parking lots to be located behind or to the side of the primary structure, require connections from public sidewalks to parking lots, and in some cases require vehicular connections between adjacent lots. Commercial parking lots are also required to have screening, landscaping, and adequate circulation and dimensions. Non-residential uses are required to have one off-street parking space for a prescribed amount of building square footage. In order to eliminate the potential undue burden of complying with the parking requirements for property owners and developers, alternatives and credits are offered toward complying with the regulations. Since many private lots and on-street spaces are under capacity, there is an opportunity to allow off-site parking lots, on-street parking, and shared parking

arrangements to be counted toward the required amount of spaces. Property owners and prospective developers should be made aware of these parking alternatives and credits.

*Map 9. Downtown Parking* shows off-street parking lots, both private and public, that contain five or more spaces. This map clearly shows an abundance of off-street parking for customers and employees, some on parking areas that have not enforced private use only. It is necessary for dwelling units to provide off-street parking so the tenants and/or property owners can have guaranteed on-site parking.

The City is fortunate in the fact that they have areas that can be improved along Hanley Street and Railroad Avenue to provide on-street parking within the Downtown area and in close walking proximity to so many of the Downtown businesses. This is a high priority redevelopment area that could include Norfolk Southern Railroad as a partner. Improvements can be made in these areas for pedestrian connectivity, lighting, benches, walking tours, and on-street parking. The City Planning Consultant also recommended walking tour signs within these two areas demonstrating the railroad's history within the City. It could be further designed where the benches, bike racks, and signs are in the form of a train or represent the train theme on the amenities. The installed light poles could include banners along the areas extending the railroad branding theme. This should be master planned in order to maximize the potential design and funding opportunities.



## Economic & Market Analysis

### *Downtown Jobs*

According to the U.S. Census Bureau's Center for Economic Studies, there were 17 people living in the Downtown who held primary jobs in 2013. Sixty-five percent (65%) of these were aged 30 to 54. Downtown citizens held jobs in the industries listed in Table 5.

Table 5. Industries Represented by Downtown Residents

Industry	%
Arts, Entertainment & Recreation	23.5%
Manufacturing	23.5%
Public Administration	17.6%
Retail Trade	11.8%
Agriculture, Forestry, Fishing & Hunting	5.9%
Educational Services	5.9%
Health Care & Social Assistance	5.9%
Transportation & Warehousing	5.9%



None of these residents actually worked within the Downtown, although 65% worked less than 10 miles from their home. Figure 5 shows the distance and direction residents travel to work. Table 6 accounts for the top locations where residents work. In contrast, 26 people held jobs in the Downtown who commuted from outside the area. 38.5% of these workers traveled less than 10 miles to arrive at their jobs. The same percentage traveled 10 to 24 miles to arrive. One person traveled more than 50 miles.

Figure 5. Downtown Resident Jobs by Distance & Direction, 2013

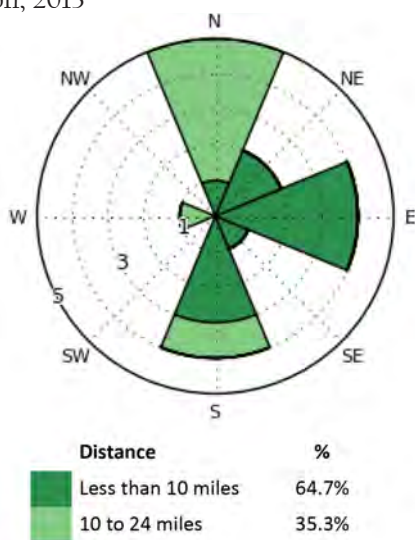


Table 6. Downtown Resident Top Job Locations

Place	%
Dover, DE	11.8%
Milford, DE	11.8%
Camden, DE	5.9%
Harrington, DE	5.9%
Highland Acres, DE	5.9%

Figure 6 shows the distance and direction workers travel to get to the Downtown for their job. Table 7 accounts for the top locations from where workers originate.

Figure 6. Downtown Workers' Origins by Distance & Direction, 2013

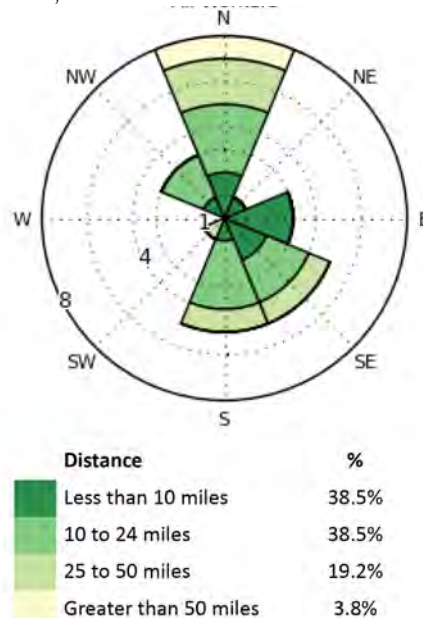


Table 7. Downtown Workers' Top Origin Locations

Place	%
Harrington, DE	11.5%
Dover, DE	3.8%
Laurel, DE	3.8%
Carneys Point, NJ	3.8%

As shown in Figure 7, there is an imbalance between the number of people who are employed within the Downtown who live outside the area and the number of people who live within the Downtown who work outside the area. This is important to be aware of for the Downtown to become a successful live-work-play community. Since this is indeed one of the goals, the City 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 downtown employees in the Downtown.


Figure 7. Downtown Job Inflow/Outflow, 2013



## SWOT Analysis

The SWOT analysis is a strategic balance sheet that includes lists of the Downtown's strengths, weaknesses, opportunities, and threats. The purpose of outlining this information is to help the City understand the Downtown 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 downtown survey, public outreach, and background research.

Items from the Downtown SWOT analysis can be found on the next page. This information was used to help create the goals, objectives, and strategies found in Chapter Four. The SWOT Analysis form shown below was a homework assignment for the Downtown Task Force, reviewed and updated at each Task Force meeting.



**DOWNTOWN DEVELOPMENT DISTRICT PLAN: SWOT ANALYSIS**

<b>STRENGTHS</b>	<b>WEAKNESSES</b>
<b>OPPORTUNITIES</b>	<b>THREATS</b>








Figure 8. SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>● ADA compliant sidewalks are required for all new residential construction and development</li> <li>● 2013 Comprehensive Land Use Plan was adopted</li> <li>● Farmers' Market has been in operation in the Downtown since the summer of 2011</li> <li>● The Senior Center, located within the Downtown, provides healthy meals, physical activity classes, transportation, health screenings, and educational/awareness programs</li> <li>● Caring business owners and tenants</li> <li>● Seasonal window and sidewalk displays</li> <li>● Ongoing streetscape improvements</li> <li>● Neighborhood community presence</li> <li>● Ongoing curb appeal improvements</li> <li>● Freedom Park location</li> <li>● Central location</li> <li>● Low taxes</li> <li>● Truck bypass</li> <li>● Space availability</li> <li>● Rail system</li> <li>● Public utilities</li> <li>● DART bus stop location</li> <li>● Walkability</li> <li>● Public library nearby</li> <li>● Museums open to the public</li> <li>● Availability of parking</li> <li>● Emergency services (Police, EMS, Paramedics, Fire)</li> <li>● Easy planning process</li> <li>● Friendly City staff</li> <li>● Parks &amp; Rec</li> <li>● Only railroad tower in Delaware</li> <li>● Great housing stock</li> <li>● Variety of businesses</li> <li>● "Main Street" program</li> <li>● Council desire to see City grow</li> </ul>	<ul style="list-style-type: none"> <li>● There is not a comprehensive Downtown bicycle and pedestrian plan in place</li> <li>● Railroad tracks and station - improvements needed to blend with the Downtown character</li> <li>● Lack of overall character and maintenance</li> <li>● Overall structure and curb appeal improvements lacking</li> <li>● Lack of signage for Downtown directory/map of merchants</li> <li>● Lack of signage for truck bypass</li> <li>● Signage needed to direct people to available parking</li> <li>● Lack of public involvement</li> <li>● Lack of employment</li> <li>● Lack of promotion</li> <li>● Lack of community events</li> <li>● Lack of stakeholder organizations</li> <li>● Lack of positivity - looking to the next person</li> <li>● Lack of unity - positive message</li> <li>● Communication - difficult to find information, especially if one does not use social media/internet</li> <li>● Rental vs. homeownership rate</li> <li>● City Council divided on how and where City should grow</li> <li>● Aesthetics</li> <li>● Railroad Avenue appearance</li> <li>● Signage at Commerce &amp; Clark Street intersection</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>● Harrington Healthy Community Partnership Team has been in place since 2010</li> <li>● Farmers' Market promotion and expansion</li> <li>● Neighborhood community presence</li> <li>● Central community event location</li> <li>● Ongoing streetscape improvements</li> <li>● Ongoing curb appeal improvements</li> <li>● Vacant buildings within the Downtown area could provide window displays</li> <li>● Downtown business organization with local business officers and oversight</li> <li>● Downtown merchant involvement for community events and seasonal decorations</li> <li>● Ability to reroute traffic to truck bypass for Downtown events</li> <li>● Railroad/historic train</li> <li>● Provision of kiosk/map for Downtown information</li> <li>● Harrington's history (e.g., 100th ____)</li> <li>● Expand business offerings</li> <li>● Learning from each other - making connections (stakeholder outreach program)</li> <li>● Willing to work together to support Downtown advertisement</li> <li>● Aesthetic issues are easy to fix</li> <li>● Vacant buildings/storefronts do not have to look vacant</li> <li>● Design standards/accountability</li> <li>● "Good/Nice letters" --&gt; City of Salisbury example</li> <li>● Beautification Committee</li> <li>● "Enterprise Club" --&gt; mini Shark Tank</li> <li>● Need something to make people want to get out of their vehicle</li> </ul>	<ul style="list-style-type: none"> <li>● Vacant buildings within the Downtown area are not provided with ongoing maintenance</li> <li>● Crumbling infrastructure</li> <li>● Future demand for infrastructure</li> <li>● Lack of unity</li> <li>● U.S. Route 13</li> <li>● Aesthetics can make some areas look scary</li> </ul>



# Chapter Three.

## *Downtown Harrington - The Vision*





In order for the Downtown Plan to properly create a vision for the future, research was conducted to see what the past held, learned the needs of the present, and created changes for the future. John F. Kennedy presented two great quotes that pertain to the visions of the Plan:

*“CHANGE is the law of life and those who look only to the past or present are certain to miss the future.”*

*“Those who look only to the past or the present are certain to miss the future.”*

As show below, older Harrington images were found thanks to the Delaware Public Archives, along with photos near the relevant location taken by KCI. They clearly show the path from past to the present.



Commerce Street and Clark Street intersection looking south.



Corner of Clark Street and Commerce Street - U.S. Post Office



Clark Street and Mechanic Street intersection - formerly the First National Bank, now Community Christian Church.





Clark Street view looking north - Norfolk Southern Railroad Train Station



Corner of Commerce Street and West  
Mispillion Street - Trinity United Methodist  
Church

Fleming Street - St. Stephen's  
Protestant Church (recently  
placed on the National Register of  
Historic Places)







Corner of Clark Street and East Street - Formerly the Acme Super Market (above) and Spartan Station; now, Connections Community Support Programs, Inc. (below)



Commerce Street and Dorman Street intersection. View looking north on Commerce Street.



Commerce Street looking north toward Downtown



As seen on the map above,  
Harrington was and still is

*“The Hub of Delaware”*



After almost a year of studying, planning, and gathering ideas and input from the community in the Downtown planning process, eight core visions emerged for Downtown Harrington:

*One.*

Downtown is a place where **people come to play, work, shop, and live** – a vibrant and important community gathering place.

*Two.*

Downtown is **safe and friendly** for people of all ages, income levels, and cultures.

*Three.*

Downtown is an **economic engine for the City**, promoting a diverse economic environment that supports local entrepreneurial ventures.

*Four.*

Downtown is a **successful and desirable neighborhood** with a variety of housing choices and a mix of uses.

*Five.*

Downtown **values its historic buildings** and encourages **compatible, high-quality new construction**.

*Six.*

Downtown's streets safely accommodate **many modes of travel**: pedestrians, bicycles, automobiles, transit, and freight.

*Seven.*

Downtown's **streetscape is active and comfortable day and night**, with pedestrian-scale lighting, landscaping, seating, and other coordinated amenities that establish a distinct identity.

*Eight.*

Downtown has **thriving public events** that are local and regional destinations.





# Chapter Four.

## *Downtown Harrington - The Goals, Objectives & Strategies*







This chapter lays out an integrated, holistic plan for improving the Downtown by addressing ten key issues. In many cases, these issues overlap - for example, the lack of activity in the Downtown is partially the result of the limited number of businesses. Similarly, many of the strategies proposed address more than one issue - for example, a strategy that generates additional activity in the Downtown may also involve youth and students as well as bringing potential customers for businesses.

The chapter is organized around the ten issues. Each topic is established around a broad goal - a statement of what the community wants to achieve in the long term with respect to the Downtown. The goals reflect the Vision for Downtown, found in Chapter Three. The chapter also sets out objectives related to each of the ten goals. These objectives are statements of what needs to be done for the community to move forward toward achieving the goal. For each objective, the chapter then sets out specific **strategies** - projects or activities - that contribute to accomplishing the stated objective.

This Plan describes many of the proposed actions in detail to ensure that various groups or organizations that may carry out the different strategies in the future understand the thinking that went into the Plan. This should enable them to carry out the intent of the Plan even if the actual strategy is modified to better reflect the situation when the strategy is implemented or to capitalize on new opportunities.

## Goal No. 1

Strengthen **residential** neighborhoods, with an emphasis on encouraging homeownership, rehabilitating older buildings, maintaining the existing character, and avoiding incompatible development.

**Background** | A strong and robust Downtown residential population is critical to the overall health and vitality of the area. Downtown residents provide a steady and consistent clientele for the retail, service, dining, and entertainment uses found Downtown and create around-the-clock vibrancy for the area.

Downtown is home to a dynamic population that spans a wide range of ages and incomes. Each segment of the population has a diverse set of housing needs and preferences that should be reflected in the types of housing provided. There are various types of housing

options that can meet a diverse Downtown housing market. General categories include upper floor rental units, apartment buildings, townhouses, live/work spaces, and single-family residences. These options typically involve re-using existing buildings as well as infill construction on vacant or underutilized properties.

Placing residents within close proximity to jobs and amenities increases street level activity and creates a vibrant environment throughout the Downtown. Public and private entities should work together to identify housing needs and preferences and foster partnerships to meet these needs.

### Objective

Improve and expand the overall housing stock to provide for and attract both older and younger household populations, thereby supporting all household incomes in the Downtown.

### Strategy

Continually evaluate zoning and land use regulations to ensure policies allow for and encourage Downtown housing in the form of rehabilitation and preservation of existing buildings, infill development, and new construction.

### Strategy

Actively monitor the condition of existing housing and enforce the City's Property Maintenance Code.

### Strategy

Create a clearinghouse, database, and/or promotional brochure of existing residential financing options and incentives.

## Goal No. 2

Create a **Downtown** where shops, banks, and other traditional businesses flourish alongside creative enterprises in a friendly, lively, and successful atmosphere.

**Background** | To achieve our vision of the Downtown, existing businesses need to be more successful and additional businesses that build on the Downtown's strengths need to be attracted to the area. This will require a focused effort to attract new customers to

Downtown and to promote Downtown as a desirable place to do business. The City must think in terms of marketing Downtown as well as its individual businesses to both consumers and to business people.

Downtown functions in a regional economy - it competes with other commercial centers for customers' spending. It also competes with other locations to attract and retain businesses. As the regional economy has evolved over the last few decades, customers for downtown businesses have been siphoned off, first by big box retailers and then by new retail centers. For Downtown to prosper, it has to reestablish a niche in the larger regional economy. Downtown Harrington offers a unique set of opportunities including its small-town historic character, convenient access, and the availability of moderate cost space - successful revitalization must build on those opportunities.

#### Objective

Identify and support an organization to lead and champion Downtown revitalization.

#### Strategy

Establish a formal Downtown Merchants' Association within the City of Harrington to foster new development and redevelopment Downtown and to help implement the goals, objectives, and strategies identified in this Plan.

#### Strategy

Develop a comprehensive marketing and branding strategy for Downtown revitalization.

Downtown Harrington lacks a clear identity in the minds of the public. While the City has a logo - the Hub of Delaware - Downtown is simply downtown. A program should be undertaken to develop a "brand" for the Downtown that creates a clear identity for the area while reflecting the core values of the community. This "brand" should then be used in a comprehensive marketing program.

#### Strategy

Establish an ongoing program of retail promotions to encourage consumers to use Downtown businesses.

Businesses within Downtown Harrington

periodically conduct retail promotion activities to attract customers to Downtown and increase sales. An ongoing program of retail promotions should be undertaken including consideration of the following types of activities:

- Develop targeted retail promotions aimed at specific consumer groups such as Downtown workers or people who live in Downtown or other specific area
- Develop cluster cross-business referral discount programs where customers who make purchases at Downtown businesses receive discounts on other purchases made at participating businesses in the Downtown
- Assist local businesses to participate in existing internet discount coupon programs such as Living Social or Groupon

#### Strategy

Establish a system for connecting potential businesses with property owners.

#### Objective

Improve the economic vitality of existing Downtown businesses.

The economic vitality of Downtown is dependent on people spending money in Downtown businesses and on activities located there.

#### Strategy

Increase the awareness of Downtown businesses by creating an internet business directory and map.

To provide people with up-to-date information about what is available in the Downtown, a web-based business directory should be established and regularly updated. This directory should categorize businesses by the goods and services they provide. For each business, the site should provide information about the business, provide a link to a map showing the location of the business, and a link to the business' website if they have one.

#### Strategy

Support the Buy Local program.

Most Downtown businesses are, and likely will continue to be, locally-owned independent businesses. The State of Delaware has a Buy Local program. Downtown businesses and improvement activities should support the Buy Local program and encourage area residents and visitors to think about buying “locally” when they make purchases.

### Objective

Increase the number and diversity/variety of businesses and other uses in the Downtown.

As the Downtown has struggled in recent years, both the number and diversity of retail businesses and services has decreased. A key component of this Plan involves increasing the number and diversity of businesses in the Downtown.

### Strategy

Undertake a targeted business recruitment program.

Attracting new businesses and uses to the Downtown should be a shared responsibility. On one hand, the primary responsibility rests with the property owners who have space to rent or sell, but the Downtown Merchants’ Association and City can also play a role in identifying and recruiting potential tenants. Typically, business recruitment involves advertising and responding to inquiries. A proactive targeted business recruitment program should be undertaken to interest businesses and other organizations to move to Downtown. This program could include the following types of activities:

- Develop recruiting materials and a welcome packet that provide information about the current business mix, the market, space costs and availability, and the sources of assistance
- Develop a “How to Start a Business in Harrington Guide”
- Establish a group of “business ambassadors” consisting of Downtown business and property owners and others who are involved in Downtown who will agree to be involved in the actual recruiting process and meet with people who are interested in

Downtown

- Identify potential targets - individuals, businesses, or organizations - focusing on the following groups:
  - independent, locally-owned enterprises
  - businesses that are not located in Harrington and might be potentially interested in relocating from another location
  - businesses that are located outside of Harrington that may have the potential to open an additional location in Harrington
  - home-based entrepreneurs/businesses in the Harrington area that may be ready to open a full-time business
  - potential business owners who are interested in the Downtown
- Do background research about each identified target to learn about their business and space situation in preparation for an informed contact
- Personally contact each target to talk about Downtown Harrington, explain what it has to offer as a location, and provide targets with a welcome packet and other information about the community and Downtown
- Maintain ongoing contact with people who may be interested in Downtown in the future but who are not yet ready to make a space commitment

### Strategy

Establish a system for connecting potential businesses with property owners.

A number of different people own buildings in Downtown and various people handle the rental of space in those buildings. When people are identified who have an interest in Downtown, making the connection to the property owners is a key step. A central listing of available space in Downtown should be created and maintained, and a system for connecting potential tenants with property owners established.

### Strategy

Gradually add retail space that capitalizes on new, higher income residents and employees, as

their numbers increase.

#### **Strategy**

Encourage the development of niche businesses.

There is an opportunity for Downtown businesses that provide shopping experiences and goods or services that are unique. Niche retail establishments that offer high quality products that are locally produced or have qualities that are “uniquely Harrington” can appeal to both tourists and the local community. Also, providing interesting, enjoyable, and unique shopping experiences can have great appeal.

#### **Strategy**

Encourage sit down restaurants with outdoor seating areas.

The City should provide opportunities for outdoor dining and gathering spaces that promote active and lively streetscape environments. Appropriate sidewalk widths will have to be provided in order to accommodate small dining tables without restricting pedestrian flow. Revisions may be required to allow restaurants to operate outdoor dining within the public right-of-way. Temporary, low-level decorative barriers that also incorporate planter boxes should be used to separate dining from pedestrian through-traffic on the sidewalk.

#### **Strategy**

Encourage personal service businesses to locate within the Downtown.

#### **Objective**

Attract new private and public investment.

#### **Strategy**

Evaluate existing incentive programs and create additional incentive programs, as appropriate.

#### **Strategy**

Strengthen the relationship with supportive economic development based organizations with extended resources to ensure the Downtown’s vacant structures and lots are

being marketed and occupied with investments.

#### **Objective**

Encourage and support businesses, nonprofits, government, and citizens working together to attain common goals and fully capitalize on the Downtown’s resources.

#### **Strategy**

Market the Downtown for customers and businesses, including joint marketing and promotions among businesses and special events.

#### **Strategy**

Assist in marketing walkability and community events with local merchants.

#### **Strategy**

Encourage businesses of similar types to standardize hours of operation to provide a more coordinated and cohesive Downtown and a more consistent and predictable environment for visitors and patrons.

#### **Strategy**

Focus on enhancing the characteristics that set Downtown apart from other places in the City.

The U.S. Route 13 highway commercial corridor is more auto-oriented and occupied by businesses that need to attract and accommodate vehicle traffic. Downtown can also accommodate and attract vehicle traffic, but what makes it unique is that it is also a good place to get out of the car and walk around. Economic activity can be enhanced by improving pedestrian infrastructure and providing interesting experiences through public art, architecture, and urban design throughout the Downtown. Rather than view Downtown as being in competition with the highway commercial corridor, it should be seen as an opportunity to have complementary and unique commercial neighborhoods.

#### **Objective**

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



### Objective

Encourage infill while preserving and strengthening the existing Downtown character.

## Goal No. 3

Preserve **natural and cultural resources** by encouraging the appropriate preservation and/or reuse of older buildings and sites and the protection of environmentally sensitive resources.

**Background** | The Downtown has an opportunity to become a leader in transitioning to a greener economy. This includes opportunities to increase the rate of recycling among Downtown residents and businesses as well as to reduce overall energy use. In its past, Downtown Harrington was a walkable community where people shopped Downtown and lived in the surrounding residential neighborhoods. Over the years, some of these things have changed; however, the Downtown has the potential to recapture more of a mixed-use character with employment, shopping, services, and housing all available in a compact area.

### Objective

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

### Objective

Protect the amounts and quality of groundwater and promote groundwater recharge.

Sustainability and best management practices (BMPs) should play a larger role in future development, redevelopment, and improvements to reduce stormwater runoff. The following are sustainable practices and applications that should be considered for future development, redevelopment and improvements in the Downtown.

### Strategy

Investigate the use of permeable pavers and porous asphalt in new parking lot construction to reduce stormwater runoff, especially in designated Source Water Protection Areas.

### Strategy

Encourage the use of native plant material.

### Strategy

Increase the urban tree canopy.

### Strategy

Encourage biodiversity.

### Strategy

Use bioswales, bioretention, and rain gardens in new development, parking lots, and the public right-of-way to reduce stormwater runoff.

### Objective

Encourage the Downtown to be a model green community that fosters environmentally sound practices.

### Strategy

Promote recycling among Downtown businesses and residents.

An informational program should be conducted to inform property owners, businesses, and residents about the benefit of recycling and to encourage them to utilize the substation.

### Strategy

Encourage the Downtown to be a model for City recycling efforts by increasing the share of the wastes generated by Downtown businesses and residents that are recycled.

### Strategy

Promote programs to improve the energy efficiency of Downtown buildings and infrastructure.

The Sustainable Energy Utility (and other State agencies) offers a number of loan, grant, and technical assistance programs to assist both residential and non-residential property owners and businesses reduce their energy use. A program should be developed to make people in the Downtown aware of these programs and to help them participate in these programs. This could include making program information available, holding workshops, and providing one-on-one assistance.



## Goal No. 4

Improve the **appearance** of the Downtown's public and private realm.

**Background** | The appearance of an area influences how people feel about it. If the area is attractive, clean, and well-maintained, it creates a positive, inviting feeling. Conversely, if the area is rundown and poorly maintained, it is a deterrent to people coming to the area. The basic infrastructure of Downtown Harrington (or the bones) is quite attractive. Commerce Street is lined with older buildings that in large measure have retained their basic character. The location of buildings at the back of the sidewalk is consistent, and reasonably intact, with a few exceptions. The City recently undertook streetscape improvements that upgraded portions of the Downtown with improved sidewalks and new ornamental street lighting. A number of storefronts have also been improved.

In spite of its “good bones” and prior improvement efforts, the appearance of the Downtown is not as inviting and welcoming as it could be. Both the public infrastructure and private buildings need to be “spruced up” to make the Downtown more attractive. While the historic character of buildings should be maintained and enhanced, Downtown should be “brightened up” with the addition of more color to buildings.

### Objective

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

#### Strategy

Establish a volunteer-based Downtown clean-up/beautification day and/or program.

#### Strategy

Coordinate existing efforts to provide greenery and flowers in the Downtown.

Efforts should be made to regularly provide greenery and flowers throughout the Downtown. The use of planters and appropriate species of street trees should be investigated.

#### Strategy

Develop a public art program for Downtown

improvements.

Public art can enhance the Downtown environment and highlight a creative economy. The City should include public art in downtown improvement projects at appropriate locations. A focus of this program could be to tap into a local Harrington artist.

#### Strategy

Extend streetscape improvements and street lighting throughout the Downtown.

#### Strategy

Continue to support the improvements and events at Freedom Park.

#### Strategy

Increase property maintenance and zoning enforcement throughout the Downtown.

### Objective

Enhance the visual appearance of the City-maintained buildings in the Downtown.

### Objective

Integrate the railroad station and tracks into the Downtown's character.

### Objective

Seek to extend the best features of existing development into newer development and promote compatible infill development into the Downtown. Promote new construction that extends the community's character and promotes a pedestrian-friendly environment.

### Objective

Enhance the visual appearance of privately-owned buildings within the Downtown.

#### Strategy

Work with property owners to upgrade the appearance of buildings.

While most buildings in the Downtown are attractive, historic structures, the overall visual environment can be somewhat drab and uninviting. A number of tenants and property

owners have invested in their buildings and some have used bright colors or interesting signage as part of their improvement. A short term improvement program should be undertaken to work with property owners to clean and brighten-up buildings throughout the Downtown. This effort should include the following components:

- A cooperative program should be undertaken to help property owners clean up the exterior of their buildings by identifying areas where a coordinated effort might reduce the costs for individual owners. This might include power washing of buildings, window cleaning and repair, and similar activities that have significant mobilization or equipment costs that can be shared.
- A program or design project to encourage property owners to “brighten up” the facade of their buildings by painting doors, trim, or building accents with bright colors. One possibility would be to create a “Doors of Downtown” concept in which property owners and/or businesses are encouraged to paint their front door or the trim around the front door in a bright color. This could then be used as part of the marketing identity for Downtown.

#### Strategy

Work with property owners/businesses to light up storefronts/store windows including spaces that are currently vacant.

Some Downtown businesses light their display windows in the evening while others do not. In addition, many of the storefronts of vacant spaces are unlit. This creates dark spots in the nighttime environment in the Downtown. A program should be developed to work with existing businesses and the owners of building spaces to install attractive displays in storefronts and to light them in the evening. This program could use high school students and other volunteers to develop and maintain the window displays for participating businesses and property owners. This program could also include seasonal window painting and seasonal activities.

## Goal No. 5

Proactively plan for improved **infrastructure** (e.g., structures, roads, utilities, pedestrian connectivity, routine maintenance).

**Background** | There is a set of core facilities that supports the Downtown including its streets, sidewalks, park, street lighting, traffic signals, water and sewer systems, telecommunication networks, power systems, and similar infrastructure. This infrastructure also includes public parking facilities both on street and in parking lots, facilities for pedestrians and bicyclists, and bus service. This group of infrastructure is additionally discussed under Goals No. 6 and 7. For Downtown to be an economically viable and attractive place, these basic systems must work, be well maintained, and be attractive.

#### Strategy

Implement improvements such as bicycle racks, transit bus shelter, benches, planters, downtown directory, and common area outdoor sitting areas.

#### Strategy

Identify, prioritize, and correct accessibility barriers to sidewalks, curbs, pedestrian signals, and other pedestrian facilities.

#### Strategy

Investigate the provision of a broadband ring around the City or free WiFi services within the Downtown.

Making wireless access to the internet a universal service has the capacity to enhance City management and public safety, especially when used by City employees, police officers, and firefighters out in the field. It can also be viewed as a social service to visitors and tourists as well as residents who many not have access to private high-speed service. The most compelling benefit of offering free internet access Downtown is its ability to attract and improve economic development.

**Strategy**

Use high efficiency lighting such as LEDs when street lighting and other lighting is replaced or upgraded.

The City should adopt a policy to use high efficiency lighting when feasible for street lighting and other outdoor and indoor lighting of public facilities. The City should also encourage private property owners and developers to consider the use of high efficiency lighting when new lighting is installed.

**Strategy**

Ensure underground utilities are evaluated for replacement or repair when road reconstruction projects are being addressed.

All road restoration projects within the Downtown create an opportunity to evaluate existing conditions to ensure services are being provided without disruption to their maximum ability.

or discounted ride or special transit promotion days to encourage use of the bus system. These programs would need to be coordinated with DART to ensure their viability.

**Strategy**

Develop a bicycle and pedestrian plan.

**Strategy**

Improve bicycle facilities and lanes.

There are currently limited facilities for bicycles in the Downtown. As part of the program to improve pedestrian facilities, additional places for parking and locking bicycles should be installed. Although the State has designated Clark and Commerce Streets as part of the State's regional bicycle route, they have also noted that these roads routinely experience traffic in excess of 5,000 vehicles daily. While Clark Street includes shoulders and wide outside lanes, Commerce Street does not. Consideration should be given to encouraging recreational cyclists to use alternative streets unless their destination is on a main street in the Downtown.

## Goal No. 6

Enhance the Downtown's **transportation and circulation** system to connect and integrate amenities and destinations.

*Objective*

Create an environment that promotes the use of alternative transportation including walking, biking, and transit to move around and come to the Downtown.

**Strategy**

Improve traffic flow.

**Strategy**

Promote the use of alternative transportation.

A program should be undertaken to promote the use of mass transit and other non-automobile forms of transportation to come to the Downtown. This might include programs to offer incentives to people who use the bus to come to Downtown, such as a Bus 'n Buy program in which people who make a purchase in the Downtown are provided a voucher for a free

*Objective*

Develop a comprehensive Downtown wayfinding system.

Wayfinding should be a coordinated effort with the goal of directing pedestrians, cyclists, and motorists by providing directions to popular destinations, events, and information relevant to the Downtown. The City should implement a coordinated wayfinding program that can better guide travelers to the Downtown and more effectively direct movement within and around Downtown.

**Strategy**

Pursue funding options to develop a comprehensive wayfinding program.

**Strategy**

Establish a high quality wayfinding program to better direct motorists to and from the Downtown from the surrounding community and the regional highway system. This entails the placement of signs along roadways well outside the boundaries of the Downtown.

#### Strategy

Supplement the proposed wayfinding program with printed maps and brochures, digital and audio tours, a freestanding kiosk(s), and/or website and apps to guide visitors throughout the Downtown.

areas. The lot is not clearly marked to designate it as public parking. The City should undertake a program to install signs directing people to the public parking lot at City Hall and other public parking areas as may be available in the future, and clearly designate which spaces are for public use in those lots where there are also reserved spaces.

### Goal No. 7

Provide a sufficient amount of **parking** within the Downtown and ensure its use is properly managed.

#### Objective

Optimize Downtown parking for all stakeholders and visitors.

#### Strategy

Conduct a comprehensive parking study to guide the Downtown parking program.

The City should conduct a comprehensive Downtown parking study to quantify and qualify existing parking assets, obtain detailed parking demand data by location, time period, and day of week, including event days, to quantify future parking need, refine potential public parking locations/feasibility, and evaluate cost implications of parking operations/management efficiencies. Railroad Avenue and Hanley Street are a priority redevelopment area located Downtown for improvements such as additional on-street parking, sidewalks, bicycle racks, and pedestrian amenities.

#### Strategy

Improve bicycle parking facilities within the Downtown.

#### Objective

Ensure that there is adequate and appropriately located parking to meet the needs of residents, employees, and patrons.

#### Strategy

Improve parking signage.

There is one public parking lot currently in the Downtown, but ample on-street parking; however, there are limited signs directing people to either the lot or on-street parking

### Goal No. 8

Create a Downtown that is alive night and day with **events and activities**.

**Background** | Events and activities can attract visitors to Downtown Harrington, generating activity, creating a greater sense of community, showcasing the Downtown area, and reinforcing Downtown as a community focal point, and social and entertainment center. During the public outreach process, Harrington residents, employees, visitors, and business owners discussed numerous events and festivals they enjoyed, both past and present, including Heritage Day, the Strawberry Festival, and Concerts in the Park, among others. While not all of these events are active, they are well-known and many hope to see current ones continued and/or expanded, and past ones revived.

In addition, the simple request of “more events downtown” has been frequently heard throughout the process. Unfortunately, Downtown may currently lack sufficient space to host or expand regular large-scale events. By creating new spaces for improved community events, including new open space or utilizing parking areas or rights-of-way, the City can better position Downtown to become a stronger and more vibrant center for art and entertainment.

#### Objective

Increase the number and diversity of cultural, entertainment, and recreational activities and events in the Downtown that attract a wide range of people to the Downtown.

#### Strategy

Continue current activities and events designed to bring people to the Downtown, with a focus on increasing participation in these activities and expanding the potential for integrating business enhancement actions during events.



Many of the current activities and events are designed to bring people Downtown. In some cases, these are people who come for the specific events but are not regular customers of Downtown businesses. Current activities should be reviewed and new activities designed to include tie-ins with Downtown businesses such as retail promotions to convert event attendees into customers. This can include having concurrent activities involving the businesses during the events or activities, promotions that encourage event participants to return to shop at Downtown businesses such as discount coupons for future purchases, or information about what is available in Downtown in the way of goods and services. As part of this effort, a media and marketing plan should be developed to capitalize on events that are already occurring in the Downtown.

#### Strategy

Review past and historical events and festivals that could be revived or incorporated with other events (e.g., Strawberry Festival, Harrington Healthy Community Day). Encourage new Downtown volunteers to get involved in the planning and organization of the events to ensure they are maximizing the amount of visitor business during the events.

#### Strategy

Continue the Downtown Farmers' Market.

Look at opportunities to partner with and take advantage of the state's Buy Local and other Department of Agriculture programs to expand the existing Downtown Farmers' Market.

#### Strategy

Develop and maintain a coordinated calendar of community events and activities with a focus on Downtown activities.

The City of Harrington maintains a calendar of community activities on its website, but it is not a complete list. An implementation item should be the development of a consolidated calendar of community events and activities. This should include a system to collect and disseminate information about all public and community

activities and events that occur in or involve Downtown Harrington.

## Goal No. 9

Create a Downtown where residents, workers, visitors, and patrons feel **safe** both day and night.

**Background** | To achieve Harrington's vision for the Downtown, visitors must feel safe when they think about coming to Downtown, business owners have to know that Downtown is safe - for their own business and for their customers, and residents have to be safe to live in Downtown. Creating an environment in which people feel safe in Downtown is absolutely essential to improving the area, to attracting new customers and businesses, and to making Downtown a desirable place to live. Unless Downtown is safe, and is also perceived to be safe, other efforts to improve the Downtown will struggle.

A perception of safety emerges from a variety of factors. There needs to be a visible police presence and involvement with the Downtown community to make people feel safe, as well as to deter inappropriate activity. But safety is not just about having more police. It also involves having more "eyes on the street" and more positive activity in the Downtown. It requires creating a cooperative environment in which property owners, business people, and residents work with the police and each other to address issues and concerns. It requires having more people in the Downtown - think about the difference in how you feel walking along an empty street versus one that is alive with people. It requires having a physical environment that feels safe - that is well lit and that is comfortable to be in. The following describes a program for increasing the perception, as well as the reality, of safety in the Downtown.

### Objective

Ensure that the environment in the Downtown promotes a feeling of safety.

The physical environment contributes to a person's perception of safety. A well-lit, clean, and nicely maintained space creates one perception while a dimly or unevenly lit space that is littered and poorly maintained conveys a different feeling. The Task Force meetings and downtown survey identified a number of concerns about the lighting and overall



physical environment in Downtown,

**Strategy**

Increase street level vitality by encouraging the active use of ground floor space in the Downtown core.

**Strategy**

Conduct a lighting inventory study of the Downtown to determine areas of poor lighting, especially for pedestrians.

**Strategy**

Improve pedestrian facilities and street lighting.

**Objective**

Ensure that people feel safe in Downtown by minimizing activities that contribute to concerns about safety.

The behavior of a few people can greatly influence the overall perception of public safety in Downtown Harrington. This includes motorists speeding through the Downtown and patrons congregating on the sidewalk outside of businesses, potentially creating disturbances. The Police Department is working to reduce these behaviors but it requires an ongoing effort. The following actions are designed to reduce the amount of problems or anti-social behavior in the Downtown.

**Strategy**

Support Police Department efforts to reduce anti-social behavior in the Downtown.

The efforts of the Police Department to reduce the incidence of anti-social behavior in Downtown should be endorsed and supported by the community-at-large and people should be encouraged to help the Department by helping to “make the case” against offending businesses and their patrons. This should include encouraging Downtown residents to report incidents of inappropriate behavior, to participate in public meetings, and to support directing police services and resources to these activities including budget hearings and similar events. Ongoing efforts should be made to locate and secure outside funding to support the Police Department’s work in these areas.

**Strategy**

Publicize and enforce the State’s “Yield to Pedestrians in the Crosswalk” law.

The agency responsible for the jurisdiction of the street should regularly upgrade the marking of crosswalks in the Downtown and install clear “yield to pedestrian” signs and indicators. Several of the streets in the Downtown are maintained by the Delaware Department of Transportation. An informational campaign should be undertaken to inform the public and motorists to yield to pedestrians in a crosswalk.

**Objective**

Enhance community policing to increase citizen awareness of the police presence in the Downtown.

The Harrington Police Department plays a critical role in creating a safe downtown. The Department recognizes this and supports the concept of community policing. Many people are unaware of what the Department is doing to ensure that the Downtown is a safe place. The following actions are designed to increase the awareness of the Police Department’s ongoing community policing activities in the Downtown.

**Strategy**

Publicize Police Department community policing activities in the Downtown.

An ongoing program should be undertaken in conjunction with the Police Department to make both Downtown interests and the greater community more aware of what the Department is doing to improve public safety in the Downtown and how people can assist them in this effort. This program will need to evolve over time, but should include articles in The Harrington Journal, City Chatter Newsletter, and Chief’s Corner about the activities of the Police Department, activities to make people aware of Downtown patrols and patrol officers, publicity for successful efforts to reduce problem behavior, and a mechanism to provide support for Police Department funding and activities that relate to the Downtown.

### Strategy

Create a community event procedure to establish a clearinghouse to ensure an appropriate police presence at Downtown activities as well as any additional services such as trash, traffic control, public works, and City personnel.

A system should be established that informs the City and all departments of planned activities in the Downtown - even those not requiring event permits. This should provide the City with sufficient lead time to allow them to assess the need for a City service and to schedule additional coverage if appropriate. This system should function as the clearinghouse where various groups can notify and work with the City to ensure that an appropriate police presence is provided during special events and activities.

## Goal No. 10

Create an environment in which **young people** feel welcome in the Downtown and contribute to making it a friendly, lively, and successful atmosphere.

**Background** | Our youth are the future of Downtown. If they develop an interest in and a habit of doing things in the Downtown, this will pay long term dividends to the community. It is key that young people be involved in deciding how they can help and what roles they should play in both implementing this Downtown Plan and being involved in the City in general. This section looks at some possible approaches for involving them in the implementation process.

### Objective

Foster more involvement by local school students and other young people in Downtown activities.

### Strategy

Establish a City of Harrington student liaison position.

The City of Harrington should designate a person to act as a student liaison to work with young people and to involve them in Downtown revitalization activities.

### Strategy

Add student representatives to existing

and future City committees, as appropriate, especially in regard to the Downtown.

Young people should have a seat at the table and participate in the decisions about the future of the Downtown and help determine how students can be involved in the implementation of the Downtown Plan. Student board member positions should be created and solicited. This effort should include a commitment to ensure that these student board members will be able to get to and from meetings.

### Strategy

Consider the creation of a program for Downtown businesses to mentor young adults and involve them as interns.

Involving high school students in Downtown businesses will increase their interest in the Downtown while allowing them to develop important job and life skills. A program should be established to place young people as “student interns” in Downtown businesses. This effort should include a commitment on the part of the businesses to provide the student with ongoing mentoring during the internship period.

### Strategy

Involve students in projects to improve the Downtown.

The City of Harrington student liaison should work with student representatives to identify ways that young people can be involved in the implementation of the Downtown Plan and to help organize those activities.

### Objective

Expand the range of businesses and activities in the Downtown that appeal to younger customers.

### Strategy

Create a home base for teens.

Young people care about the future of their community and its Downtown. A recurring theme is that there is not much to attract young adults to Downtown and little for them to do if they do come to Downtown. Students and other

young people should be invited to participate in a program to plan and develop an appropriate “home base” for teens in Downtown. The nature and size of this facility will need to evolve during the planning process to ensure that it meets the needs of the City’s youth and is sustainable over the long term.

#### **Strategy**

Keep youth informed about the Downtown.

The City of Harrington’s student liaison should provide information about Downtown activities and programs to area schools as well as the Harrington Public Library for publication and dissemination among students. The liaison should also work with interested faculty and staff to ensure that students are kept involved in Downtown activities.

#### **Strategy**

Develop a directory of youth activities.

A number of groups and organizations conduct activities that involve young people and students. Typically each organization or program promotes its own activities. In conjunction with the coordinated calendar of community events and activities, a system should be put in place to establish a comprehensive directory and calendar of youth-oriented programs.



The following is a restatement of the ten goals developed for Downtown Harrington:

*Goal No. 1*

Strengthen older **residential** neighborhoods, with an emphasis on encouraging homeownership, rehabilitating older buildings, maintaining the existing character, and avoiding incompatible development.

*Goal No. 2*

Create a **Downtown** where shops, banks, and other traditional businesses flourish alongside creative enterprises in a friendly, lively, and successful atmosphere.

*Goal No. 3*

Preserve **natural and cultural resources** by encouraging the appropriate preservation and/or reuse of older buildings and sites and the protection of environmentally sensitive resources.

*Goal No. 4*

Improve the **appearance** of the Downtown's public and private realm.

*Goal No. 5*

Proactively plan for improved **infrastructure** (e.g., structures, roads, utilities, pedestrian connectivity, routine maintenance).

*Goal No. 6*

Enhance the Downtown's **transportation and circulation** system to connect and integrate amenities and destinations.

*Goal No. 7*

Provide a sufficient amount of **parking** within the Downtown and ensure its use is properly managed.

*Goal No. 8*

Create a Downtown that is alive night and day with **events and activities**.

*Goal No. 9*

Create a Downtown where residents, workers, visitors, and patrons feel **safe** both day and night.

*Goal No. 10*

Create an environment in which **young people** feel welcome in the Downtown and contribute to making it a friendly, lively, and successful atmosphere.





# Chapter Five.

## *Downtown Harrington - The Implementation*





## Key Priority Projects

While several private and public investments have been made Downtown, it is crucial moving forward that focus be given to a few key priority projects. Based on the SWOT analysis, downtown survey, development activity, and collected data, the priority projects were defined as the Railroad Area Improvements and Redevelopment Areas.

### *Railroad Area Improvements*

Railroad area improvements would take place along Delaware Avenue and Railroad Avenue to Hanley Street. This area is located in the middle of the Downtown and is an opportunity to create a walking train tourism destination. Each street has different improvement needs within the area.

#### **Delaware Avenue**

Delaware Avenue has been identified as a Downtown gateway from Delaware Avenue to Clark Street. The western side of the street accesses a rail storage yard as well as the Train Station and is predominantly a gravel surface with no landscaping or identified parking spaces. This area could easily be improved by adding landscaping components, marked parking spaces, and a buffer between the storage yard and Delaware Avenue. The eastern side of the street provides a mix of vacant lots between a few neighborhood businesses. This area could be improved by new structures being built on the vacant lots or landscaped green open spaces.

#### **Railroad Avenue & Hanley Street**

The Railroad Avenue and Hanley Street location is a great opportunity for improvements to be designed in a master plan that would allow visitors to walk from the northern portion of Railroad Avenue past the Train Museum on Hanley Street. During this walking tour, visitors can read educational and historical signs regarding the railroad service to Harrington and the State of Delaware. The train theme could include the “Hub of Delaware” slogan, benches, safe pedestrian connectivity, low level lighting, trash receptacles, and bicycle racks. This design theme could be used throughout the project, ensuring train shapes are used in all of the design features. The master plan should include amenities, additional on-street parking, lighting, drainage,

sidewalks, as well as fence relocation.

The initial identified stakeholders could include Norfolk Southern Railroad, the Harrington Historical Society, Delaware Department of Transportation, Kent County Tourism, train enthusiast organizations, and the Delaware Economic Development Office Downtown Delaware Main Street Program, along with the Downtown stakeholders.

### *Redevelopment Areas*

Redevelopment areas are identified as vacant structures and vacant lots located in the Downtown area. Some of them are further identified as a potential gateway. *Map 6. Priority Redevelopment Projects*, shows the two areas for redevelopment. These areas have been defined as priorities for redevelopment based on existing infrastructure, walkability, key locations with high visibility, and needed curb appeal improvements. The curb appeal and occupancy rate plays a vital role in sustaining the Downtown as an economic development engine for the City. Each type of redevelopment has different improvement needs within this area:

#### **Vacant Structures**

The number of vacant structures have drastically fallen since 2007; however, those few that are currently vacant play a critical role when stakeholders are looking to invest in this area. It is important that filling existing structures be the first priority for the Downtown. Structures can remain vacant for several reasons such as rent being too high, selectivity with specific tenants, structure not being up to building code requirements, lack of investment to bring the property to the current market needs, difficulty in finding tenants, location, etc. To actively market the vacant structures and provide a presence Downtown, it is recommended that any vacant structure with windows provide seasonal displays and promote City events as well as post the property and owner contact information for potential occupancy. It is further recommended that the City work with all existing structures that have boarded windows to recommended window replacement or encourage the installation of older Downtown images such as those located on Downtown Junction’s exterior walls.

### **Vacant Lots**

The Downtown area has quite a few vacant lots; however, several of them are very small in size and it would be difficult to meet all of the development requirements if they were to be developed separately. Some of the challenges to the small vacant lots, if required, include stormwater management, off-street parking, entrance and exit locations, trash services, fire lanes, and loading spaces. These vacant lots are strongly encouraged to provide landscaping and amenities while they remain undeveloped. The gateway parcels located along Delaware Avenue, Clark Street, and Commerce Street offer prime opportunities for infill development that fits within the context of the Downtown vision and goals.

## **Implementation**

The implementation items are based on the downtown survey, collected data, existing conditions, Task Force member input, as well as City staff and City Planning Consulting input.

### *Upon Plan Adoption*

**State of Delaware Downtown Development District Designation Application** | The City Planning Consultant will prepare the application and City Resolution based on the recently adopted Downtown Development District Plan. This application and supportive materials will be submitted no later than June 1, 2016, as required for this year's application cycle.

### *Completion within One Month of Plan Adoption*

**City Website Page** | The City will create a separate page for the Downtown Development District Plan and all information pertaining to the Downtown.

**Private/Public Investment Tracking** | The City Finance Clerk will be responsible for tracking all the private and public investments within the Downtown. This includes all permits, development applications, City improvement projects, as well as any additional City expenses for services.

**City Vacant Lot & Structure Website** | The City currently provides a map with detailed information

regarding each Commercial vacant lot and structure within the City limits. This will be expanded to include all vacant lots located within the City limits.

**Downtown Revitalization Area Tax Incentive Program** | The City will update Chapter 378 of its Code to match the Downtown boundaries shown on *Map 1. Downtown Boundary*, clarify the Program process, and ensure it is user friendly. All improvements to the exterior of existing commercial structures located in the Downtown area facing Commerce Street and/or Clark Street are eligible to apply for a partial exemption from the City's real estate taxes.

**Development and Redevelopment Incentives** | The City will formalize the proposed incentives for Downtown and Citywide and present them to the City Council for consideration and approval. This can be used as a marketing tool to stimulate growth, which can be revisited annually during the budget process.

### *Completion within Three Months of Plan Adoption*

**Downtown Business Map** | This map would feature all Downtown businesses along with the physical location, pictures, and business profile information. The City Planning Consultant will arrange specific days to meet, take photographs, and obtain the profile information. They will then create the informational map and have it posted to the City website that houses the Downtown page.

**Downtown Marketing Brochure** | The City Planning Consultant will create a Downtown brochure with pertinent marketing information and available resources for distribution and posting on the City's website. The launch of the brochure and new planning tools will be sent to the County and State Economic Development agencies, local Chamber of Commerce, and tourism organizations as well as to real estate agencies.

**City Community Event Calendar** | The City will host, maintain, and update a Citywide community calendar with links and/or information to any event hosted in the area. It will be the responsibility of the organization to provide the information and notify the calendar contact person within the City



to update the calendar. A clear procedure will be developed prior to this service being provided live. This tool will assist everyone to schedule their event in advance and strive to avoid conflicts with other planned events.

**Community Event Notification Procedure** | Create an event procedure to ensure awareness of the event to include the need for any additional City services to be reviewed and approved by the City departments.

**Railroad Area Improvements** | Initial meeting with the City Manager, City Planning Consultant, and City Engineer to discuss the railroad area master plan and opportunities for project funding. The City Planning Consultant will prepare a rough conceptual aerial plan for discussion purposes, funding opportunities, and identify next steps in stakeholder outreach meetings.

**Railroad Area Improvements** | City Manager and City Consultant stakeholder meetings will be held with State agencies as well as Norfolk Southern Railroad to discuss the project partnership opportunities.

### *Completion within Six Months of Plan Adoption*

**Buy Local Program** | The State of Delaware hosts a Buy Local Program and this branding can be used throughout the Downtown area and even citywide.

**Downtown Merchants' Organization** | The City should coordinate and facilitate the first Downtown organizational meeting. All property owners, businesses, and identified Downtown stakeholders should be invited. The goal of the first meeting is to seek interest, discuss intent, define the City's supportive role, leadership positions, and next steps to include a meeting date.

### *Completion within One Year of Plan Adoption*

**City Spring Clean Up** | The City currently hosts a yearly clean-up program that allows Harrington residents the ability to remove large bulk items and bring them to the Public Works Yard. This program will be expanded to include a volunteer-

based Downtown or Citywide clean-up day during this week.

**Downtown Annual Report** | The Downtown Merchants' Organization and the City should prepare an annual report regarding specific accomplishments, investment and incentive tracking, implementation status, membership, and path moving forward within the Downtown. This should be presented to City Council as well as pertinent State agencies on a regular annual basis.

**Downtown Promotions & Event** | The Downtown Merchants' Association will create annual promotional events as well as participate in organized events located Downtown. This information will be promoted at a minimum on the City's Downtown website. This will also provide an opportunity to discuss the business and window display initiatives.

**Economic Development Organization** | The City should coordinate and facilitate the first Citywide Economic Development Organization meeting. Large employers, identified stakeholders, and a variety of business owners, realtors, and tenants should be invited. The goal of the first meeting is to seek interest, discuss intent, define the City's supportive role, leadership positions, and next steps to include a meeting date. Once the leadership has been established to include meeting formats, it is recommended additional advisory members be asked to assist from Kent County Economic Development Department and the State of Delaware Department of Economic Development.

**Infrastructure Improvements** | Identify improvement areas for items such as bicycle racks, Downtown information kiosk or structure, bus shelter, benches, outdoor sitting areas, lighting upgrades as well as new lighting, bicycle route designations, wayfinding signage, pedestrian linkage and ADA improvements, as well as opportunities for the removal of overhead wires.

**Landscaping and Tree Plan** | Identify the public and private areas for landscape and tree plantings as well as determine the most appropriate native species for the area. Further determine the associated time and maintenance costs.

**Parking Pavement Alternatives** | The City will investigate alternative paving methods such as permeable pavers, porous asphalt, etc. for parking areas located within the Downtown. A workshop with multiple vendors should be set up to determine options moving forward along with estimated costs and long term maintenance.

**Parking Study** | Research and prepare a parking study that focuses on off-street parking within the Downtown. This should include existing parking availability as well as areas for improvement such as along Railroad Avenue and Hanley Street. This should also include the wayfinding signage program.

**Vacant Lot Improvements** | The City will meet with the owners of the vacant lots to discuss improvement options and occupancy initiatives.

**Youth Organization Involvement** | Research the local youth organizations to include an understanding of their capabilities. Solicit involvement from the organizations and select a youth liaison to serve as part of the Merchants' Association.

### *Completion within Three Years of Plan Adoption*

**Beautification Program** | Identify existing structures and sites that are in need of curb appeal-type improvements. These can range from landscaping, paint, shutters, detrimental object removal, and power washing to name a few. The property owner from each identified site could be contacted by City Code Enforcement personnel to discuss the program as well as any incentives available for the improvements. The program would include recognition within the City newsletter, City website, certificate from the Mayor and Council, as well as a temporary sign on the property to be rotated for future winners. This program can be set up on a Ward-specific basis, Citywide, or Downtown specific.

**Business Recruitment Program** | The Downtown Merchants' Association and the City Manager will develop a recruitment program. The City Manager will continue to work closely with the County and State Economic Development and Tourism agencies to actively promote and recruit new businesses.

**Downtown Art Program** | The Downtown Merchants' Association will develop a Downtown public art program. A few ideas to being with may include local art organizations, sponsor a themed art contest, winners from the Delaware State Fair, etc. as these can be displayed in local business' windows and special showing locations Downtown.

**Marketing & Branding Strategy** | The City and Downtown Merchants' Association will create a comprehensive branding and marketing strategy for the Downtown.

**Recycling** | The City will promote all existing recycling programs and forward information for vendor recycling programs to all commercial, multi-family, and mixed-use businesses.

**Sustainability Workshop** | The City will host a free workshop with vendors to assist in the education of new sustainable initiatives and products. The public workshop will also provide information on potential funding opportunities. Examples of a few initiatives are recycling, solar, energy efficiency, etc.

**WiFi Service** | Investigate the opportunity to provide free WiFi services in the Downtown as this will attract customers and new businesses. Research the potential for a broadband ring that could also serve Harrington's multiple emergency organizations.

### *Ongoing Implementation*

**Code Evaluation** | The City will continue to evaluate zoning and land use regulations.

**Communication with Key Agencies & Organizations** | Continue ongoing communication and interaction with the State of Delaware Economic Development Office, Kent County Economic Partnership, and the Greater Kent Committee to ensure vacant structures and lots are marketed to attract new investments.

**Funding Opportunities** | The City will continue to research a variety of funding opportunities to support the Downtown Plan initiatives.

**Organization of Downtown Events** | Continue to support all events located Downtown as well as promote all events on a regional scale to optimize the number of visitors. Ensure each event has a Police presence where the level of involvement is determined by the Police Chief. Walking Police presence is encouraged in a small Downtown area where the officer can respond quickly to their respective vehicle, if needed.

**Police Department Presence** | Continue to increase the Police Department presence at all events as well as regular foot patrol Downtown.

**Property Maintenance & Code Enforcement** | Continue to increase property maintenance and zoning code enforcement.

**Redevelopment & Development Promotion** | The City will continue to work closely with the County and State Economic Development agencies, local Chamber of Commerce and Tourism organizations as well as the real estate agencies to actively promote and recruit new businesses to Harrington.

relating to the Planning Commission, Site Plans, and the Approval Process. This Ordinance created the two tier expedited review process throughout the City: Category A Site Plan and Category B (Administrative) Plan Review.

#### **Zoning Ordinance - Commercial Uses**

On April 2, 2007, the City Council approved Ordinance 07-02 amending the regulations applicable to the C-3 Service Commercial Zone by permitting uses allowed in the C-1 Neighborhood Commercial or the C-2 Central Commercial Zones to be located in the C-3 Service Commercial Zone.

#### **Zoning Ordinance - Residential Uses**

On April 16, 2007, the City Council approved Ordinance 07-04 amending the regulations applicable to permit any use permitted in the R-1 zoning district to be placed in the R-3 and R-4 districts.

#### **Subdivision Ordinance**

On June 4, 2007, the City Council approved Ordinance 07-05 replacing the Land Subdivision Regulations of 2004 in its entirety.

#### **Municipal Fees**

On June 18, 2007, the City Council approved Ordinance 07-07 consolidating the City of Harrington fee charges for the various municipal services and located them in one Code section. Chapter 180, Municipal Fees was created and is used frequently for all City applications.

#### **Zoning Ordinance - R-2 District**

On September 4, 2007, the City Council approved Ordinance 07-10 by eliminating the requirement that lots on which multi-family dwellings are placed remain under single ownership for the life of the building. This amendment will permit, for example, individual ownership of each side of a duplex.

#### **Downtown Revitalization Tax Incentive Program**

On April 7, 2008, the City Council approved Ordinance 08-01 to expand the area covered by the Downtown Revitalization Tax Incentive Program to include the area along Clark Street between East Street and southbound U.S. Route 13, to clarify the tax incentives are restricted to exterior improvements made to structures in commercial zones, and to cap the cumulative total of the tax exemptions at the total cost of the improvements.

## **Political Will & Implementation Ability**

The City has invested time and money in relation to the growth and development in Harrington. Development resources, updated Codes, and tools have been a priority within the City starting in 2006 when a City Planning Consultant was hired to assist in managing several critical projects. The list of adopted projects demonstrates the history of political will and the large amount of investment made in relation to development and redevelopment:

#### **Downtown Revitalization Tax Incentive Program**

On September 7, 2015, the City Council approved Ordinance 05-07 providing tax incentives for revitalization activities in the Downtown area.

#### **Board of Adjustment**

On November 20, 2006, the City Council approved Ordinance 06-13 rewriting the Zoning Ordinance relating to the Board of Adjustment.

#### **Planning Commission**

On January 16, 2007, the City Council approved Ordinance 07-01 rewriting the Zoning Ordinance

### Source Water Protection Regulations

On August 4, 2008, the City Council approved Ordinance 08-03 adopting new Source Water Protection Regulations. The State of Delaware Source Water Protection Law of 2001 required the City to adopt regulations governing the use of land within wellhead protection and excellent groundwater recharge potential areas in order to protect these areas from activities and substances that may harm water quality and subtract from overall water quantity.

### Code Codification

On December 15, 2008, the City Council approved Ordinance 08-07, which consolidated all approved and adopted Ordinances in the City of Harrington into “The Code of the City of Harrington” with Chapters and Sections. This allowed the entire Code to be placed in a catalog format and be made available online as a development resource and tool. The City Code is maintained and hosted by General Code.

### City Zoning Map

On April 5, 2010, the City Council approved Ordinance 10-01 updating the “Zoning Map of the City of Harrington” by providing two exhibits that clearly indicate the zoning of the properties located within the City limits of Harrington. All City records were updated to reflect the correct zoning classification and are available on the City’s website.

### Sidewalk and Curbing - New Construction

On November 7, 2011, the City Council approved Ordinance 11-07 requiring all new construction to include the installation of sidewalks and curbing on street frontages, on corner lots, and the side exposed to traffic. All corners will be handicap accessible. Sidewalk and curbing must be installed before a certificate of occupancy is issued. This Ordinance increases the pedestrian connectivity within the City limits.

### Council District Map

On March 5, 2012, the City Council approved Ordinance 12-05 adopting a new district map that reflects the reapportioned districts that are nearly equal in population as shown by the most recent federal decennial census.

### Comprehensive Land Use Plan

On December 16, 2013, the City Council approved Ordinance 13-04, adopting the new Harrington

Comprehensive Land Use Plan.

### Chapter 440 Zoning Rewrite

On July 20, 2015, the City Council approved Ordinance 15-06, which replaced Chapter 440 Zoning to revise the Zoning Code in its entirety. This project included the modification to the C-2 Central Commercial Zone, which is the predominant zoning classification for the Downtown.

### Comprehensive Rezoning

On July 20, 2015, the City Council approved Ordinance 15-07, which is a Comprehensive Rezoning to align property zoning to the Future Land Use Map adopted as part of the Comprehensive Land Use Plan. It also amends the Zoning Map for the City of Harrington to reflect the zoning changes.

### Development Toolkit

The City Planning Consultant provided the City with a finalized Development Toolkit that included user-friendly guides for developers, engineers, and surveyors to use when completing development applications. These toolkits, created for concept, preliminary, final, and administrative site plans, as well as for zoning compliance certificate applications, include information on procedures, process flowcharts, and checklists for submittal requirements. The toolkits will help to ensure that the City receives all of the information required to review an application in the first submission, as well as ensures that applicants are fully aware of the application process and timeline.

### Downtown Development District Plan

On May 9, 2016, the City Council approved Ordinance 16-06, which adopted a Downtown Development District Plan. The City Planning Consultant was asked to write an application for a Neighborhood Building Blocks Fund grant, which funded this Plan. The Plan’s goals are to improve commercial vitality, stimulate job growth, build a diverse array of businesses, help build a stable community of long-term residents, increase home ownership for all income levels, and reduce the amount of vacant housing. The Plan has brought together numerous planning efforts and documents, united stakeholders with a shared vision for the Downtown, and is the key document for the Downtown to articulate common goals and strategies, coordinate economic development efforts, identify priority development and redevelopment opportunities, and assist in marketing



and community events.

The intent behind this Plan is to ensure steps are taken to move the Downtown in the direction of being the City's economic development engine to host several events by creating a sense of belonging and community pride. Harrington strives to become a successful place of interest for stakeholders, tourism, guests, new homebuyers relocating to the City, customers, and new businesses. For this to continue and increase additional awareness, the local Government leadership must continue to:

- always promote Harrington in a positive manner;
- educate the Public on all City initiatives;
- clarify rumors by obtaining and sharing factual information;
- lead by example;
- promote the Citywide activities;
- be actively involved in events; and
- support the administration and planning and engineering projects, initiatives, and funding applications.

City departments should participate in these events as they have two public facilities (City Hall and the Police Department) Downtown, as well. This Plan does not detract from the importance of other crucial areas within the City; however, this promotes a common event and activity location within the community while supporting local businesses within a safe walking distance. The political will and ability to implement the Plan is essential for the fate of Downtown for years to come as well as any potential funding opportunities in the future. This is a living document and should continually be looked upon frequently for implementation and guidance within the Downtown.

## Downtown Coordination

During the Task Force meetings and research for the Downtown Plan, it was determined that all successful Downtown Districts in Delaware, as well as other states, have a strong merchant organization, as well as other supportive organizations. It was further found that the local government administration and leadership held a stakeholder member role in the organization, rather than a leadership position. The member positions within the merchant organization should be the City Manager or his/her designee as well as a member of City Council. The role would be supportive in nature and ensure that

event coordination, promotion, and communication remain a priority with the City.

The Task Force discussed forming a Merchants' Association that would focus specifically on the Downtown as the needs are quite different from the commercial businesses located on the commercial corridor on U.S. Route 13. The organization could participate and promote the scheduled events in the Downtown and include newly formed events at Freedom Park as well as organize separate promotional events on a regular basis such as First Fridays, quarterly holiday events, frequent flyer programs, etc. The City should participate in these events as well as they have two public facilities (City Hall and the Police Department) Downtown. The Downtown stakeholders will need to come together and form the Merchants' Association to promote their investment and create a vibrant Downtown community.

## Downtown Branding Strategy

Branding is a tool that the City of Harrington can use to define the Downtown and develop a long-term vision for a place that is compelling to many residents and visitors. Ultimately, it can be used to influence and shape positive perceptions of a location, creating a foundation that helps make that place desirable as a destination for residents to call home, visitors to spend time, and businesses and investors to develop.

As a key implementation component of the Downtown Plan, initiating a successful Downtown branding strategy requires honest and thoughtful responses to the following questions:

- What does Downtown Harrington stand for today - what are its strengths and weaknesses?
- What can and should Downtown Harrington stand for in the future, and how do we articulate this?
- What will make Downtown Harrington unique, valued, and attractive to target businesses and consumer audiences?
- How will we make this new positioning become a reality?
- What role do key stakeholders and community groups have in bringing the Downtown Harrington brand to life?
- How will we measure the success of the branding strategy?



Although the Downtown Plan and process has provided answers and insight to some of these questions, there remains work to be done. Armed with the answers to all of these questions, the City of Harrington can work toward developing a brand for Downtown. While the process communities undertake to develop a unified brand for downtown may differ, the following steps are commonly considered:

- define clear objectives;
- understand the target audience;
- identify the current brand image;
- set the aspirational brand identity;
- develop the positioning;
- create value propositions; and
- execute the brand strategy.

#### *Define Clear Objectives*

Prior to beginning the process, the City should identify what the Downtown Harrington branding strategy is trying to achieve. What specific results is the City of Harrington seeking from the development of a brand strategy? Is the primary objective to attract and retain residents? Drive commerce? Attract visitors? Change current perceptions? The answers to these questions, and the priorities among them, help define the scope of the project, and the key activities that form the approach to the initiative.

While the Downtown Plan focuses on improvements and projects to be undertaken within the Downtown, it also provides an initial understanding of objectives the City and community share for the Downtown's future. Reviewing community outreach and the Plan's vision for Downtown will help provide a foundation for branding objectives that best respond to community needs and desires.

#### *Understand the Target Users*

Understanding all the Downtown users can be a difficult step in place branding, as it is tempting to put everyone into one group. Time should be taken to identify the types of people the City of Harrington wants to attract to the Downtown. These groups should be minimized in number, however, and prioritized based on importance to the objectives of the branding strategy. Focusing on a few, specific

audiences can uncover more detailed and specific insights rather than gathering a variety of general insights.

#### *Identify the Current Brand Image*

What image does Downtown Harrington give people today? Is it simply Commerce Street? Is it City Hall? The train station? Has this image of Downtown Harrington changed over time? This step in the process is designed to gain insight to the benefits and associations that residents, employees, business owners, and visitors have with the Downtown and to assess the gap between the current state and the desired state.

Community outreach conducted throughout the planning process helps to establish an understanding of the current Downtown identity. Understanding that identity, or lack of identity, helps to determine the steps necessary to mend that image.

#### *Set the Aspirational Brand Identity*

What image does Downtown Harrington want to give users? How does the City want the public to describe Downtown? An aspirational brand identity should be within reach and credible for the brand. It should craft the association you want residents, employees, business owners, and visitors to make when they think of Downtown Harrington.

Sometimes area branding is not about inventing something - it can be about discovering what is already there. The City of Harrington could examine the perceived strengths of the Downtown and build on these to create the aspirational brand identity. Whatever the result, the aspirational brand identity should influence future business and community decisions and should be an identity Downtown Harrington can sustain for a long period of time.

#### *Develop the Positioning*

What are the benefits that Downtown Harrington wants to own or offer in the minds of the public? Brand positioning is the means for transitioning the Downtown's current brand image to the aspirational brand identity it desires. It is a promise or benefit

that Downtown Harrington wants to own in the minds of the user.

The aspirational brand identity and its associated positioning typically has a long horizon. Perceptions of the Downtown will not change overnight and could require significant changes over time to see the aspirational identity become a reality.

is entirely within a Level I Investment Area as shown in the Strategies for State Policies and Spending. This is the highest priority area for State investment; therefore, the Downtown and Downtown Plan are consistent with the goals and objectives of the Strategies for State Policies and Spending.

### *Create Value Propositions*

What does the positioning mean for each user and what are the messages that should be communicated to influence their perceptions? Once defined, it is important to make the propositions actionable. The key is to take a critical look at Downtown Harrington's characteristics and policies and to ensure that they are aligned to the aspirational brand identity.

### *Execute the Brand Strategy*

In developing the Downtown Harrington branding and promotional plan, it is critical to identify every point at which a potential user may come into contact with the brand. Every interaction with the public is an opportunity to enhance or diminish the Downtown Harrington brand. These points of contact may vary widely in form, including the physical environment, street signage, advertising, brochures, websites, events, and interaction with residents. Much of the execution relies on improving these points of contact, to lend credibility to the new brand.

## Consistency

This Downtown Development District Plan is consistent with the City of Harrington's certified Comprehensive Land Use Plan in that it furthers a number of goals and objectives related to downtown redevelopment, economic development, and housing. The Comprehensive Plan identified a number of needs and goals that have been more specifically addressed in this Plan, and which have been assigned specific strategies with associated implementation timelines in order to ensure their successful completion.

The Downtown, as depicted in *Map 1. Downtown Boundary*,



# Chapter Six.

## *Downtown Harrington - The Incentives*







## Existing Incentives

### Expedited Review Process | Citywide

In 2007, a two-tiered review process was presented and adopted by the City Council that created a Category A Site Plan Review and a Category B Administrative Plan Review. This tier system allowed specific development applications to be completed without any public meeting, if the project was Code compliant with an Administrative review process. These procedures can be found in the City of Harrington Code, Chapter 440-287, Uses Requiring Site Plans. If the requirements were followed as stated in the City Code, the process was faster and less expensive in terms of time and cost. This process has been very successful and encourages redevelopment through onsite guidance and building improvements and is believed to have initiated a Downtown resurgence.

### Downtown Revitalization Area Tax Incentive Program | Downtown

On May 7, 2012, the City Council approved Ordinance 12-07 relating to the Downtown Revitalization Area Tax Incentive Program. All improvements to the exterior of existing commercial structures located in the downtown area facing Commerce Street and/or Clark Street are eligible to apply for a partial exemption from the City's real estate taxes. See City Code Chapter 378 Downtown Revitalization Area Tax Incentive Program.

### Sewer and Water Impact Fee Calculations | Citywide

On February 19, 2013, the City Council approved Ordinances 13-01 and 13-02 regarding the calculation of Equivalent Dwelling Units (EDUs) in relation to sewer and water impact fees. This revision was adopted based on Kent County Levy Court's impact fee calculations.

### Site Plan Extension | Citywide

On June 2, 2014, the City Council approved Ordinance 14-09, which extended the length of time for a site plan approval. The Planning Commission's site plan approval shall become null and void unless a zoning compliance certificate has been issued for the proposed development within two years from the date of the Planning Commission approval. The Planning Commission may, for good cause, grant an extension of up to a total of eighteen months.

### Reduced Fee Adoption | Citywide

On June 16, 2014, the City Council approved Ordinance

14-04, which adopted a new fee schedule, reducing the water impact fee from \$2,000 to \$1,170 and adjusting other municipal fees.

### Water Usage Fee Reduction | Citywide

On September 16, 2014, the City Council approved Ordinance 14-14 to reduce the water usage fees. This ordinance reduced the water rate for in-City users from \$3.55/1,000 gallons of usage to \$3.25/1,000 gallons of usage and for out-of-City users from \$4.72/1,000 gallons of usage to \$4.32/1,000 gallons of usage.

### First-Time Home Buyer Realty Transfer Tax Exemption | Citywide

On April 18, 2016, the City Council approved Ordinance 16-04 to allow for an exemption from the realty transfer tax for first-time homebuyers as defined in the City of Harrington Code, Chapter 378 Taxation.

## Proposed Incentives

### Sewer Impact Fee Reduction | Citywide

The Sewer Impact Fee will be reduced and will have annual step increases.

### Direct Job Creation Impact Fee Waiver | Citywide

A tiered system to waive water and sewer impact fees based on the number of full-time jobs created within the City.

### New Business License Fee Waiver | Downtown

New businesses located in the Downtown, as shown on *Map 1. Downtown Boundary*, will be eligible for a one-time waiver of its Business License fee for the first three years. Businesses will still be required to obtain the Business License. This license waiver does not apply to rental licensing.

### Development Application Fee Reduction | Downtown

Development applications for a Category A or Category B plan review within the Downtown, as shown on *Map 1. Downtown Boundary*, are eligible for a one-time fee reduction in the amount of \$200 per parcel and/or application.

### Development Application Expedited Review Time | Downtown

Any site plan review applications submitted in the Downtown, as shown on *Map 1. Downtown Boundary*, will receive review comments within 10 working days from

the date of submission to the City.

#### **First-Time Home Buyer Tax Abatement | Downtown**

A first-time homebuyer for an owner-occupied single-family home may be eligible for a one-time abatement of the first full tax assessment billing.

### **Other Funding & Support Opportunities**

#### *Federal Sources*



**Brownfield Economic Development Initiative (BEDI)** | BEDI is a competitive program used to spur the return of brownfields to productive economic reuse. BEDI grants must be used in conjunction with HUD Section 108 guaranteed loans.

**Community Development Block Grant (CDBG)** | CDBG grants are funds from the U.S. Department of Housing and Urban Development (HUD) for community revitalization through housing, infrastructure, and economic development programs that serve the interests of low- and moderate-income populations.

**Economic Development Administration (EDA) Grant** | EDA grants can be used to finance construction and rehabilitation of infrastructure and facilities that are necessary to achieve long-term growth and economic vitality.

**Environmental Protection Agency (EPA) Assessment Grant** | Assessment grants provide funding to carry out cleanup activities at brownfield sites. An applicant must own the site for which funding is requested at the time of the application.

**Historic Preservation Tax Credit Program (HPTC)** | HPTC provides developers with a federal tax credit up to 20% off of the costs associated with the renovation or rehabilitation of a building listed on the National Register of Historic Places.

**HOME** | HOME provides grants to states and municipalities to fund a wide range of activities intended to assist in building, buying, and/or rehabilitating affordable housing.

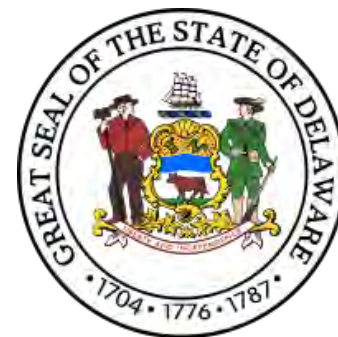
**Low Income Housing Tax Credit (LIHTC) Program** | The LIHTC program provides a dollar to dollar tax credit to attract equity investments to finance the development of affordable housing.

**Neighborhood Stabilization Program (NSP)** | NSP grants are funds made available to acquire and rehabilitate abandoned or foreclosed housing or residential properties in neighborhoods.

**New Market Tax Credit (NMTC) Program** | The NMTC Program attracts investment capital to qualifying low-income census tracts by permitting individual and corporate investors to receive a tax credit against their Federal income tax return in exchange for making equity investments in specialized institutions called Community Development Entities (CDEs).

**U.S. Department of Transportation (DOT) Tiger Grant** | Tiger Grants provide funds for investment in road, rail, transit, and port projects that promise to achieve critical national objectives that make communities more livable and sustainable.

#### *State Sources*



**Advantage 4** | This grant program assists qualified borrowers in the purchase of their own home by providing down payment and closing cost assistance in the form of a grant equal to 4% of the first mortgage loan amount.

**Clean Transportation Incentive Program** | This program provides grants and rebates for Delawareans, Delaware counties and municipalities, and Delaware businesses for the purchase of new,

alternatively fueled vehicles and electric vehicle charging stations.

**Delaware Emergency Mortgage Assistance Program (DEMAP)** | DEMAP is designed to assist Delawareans who are 90 days or more delinquent on their mortgage payments. Reasons for hardship are limited to unemployment or reduction in hours as a result of a downturn in the economy, illness, or injury. The Delaware State Housing Authority brings the mortgage current with a lump sum payment and makes additional payments for up to 24 months that allows the borrower to stabilize their financial position.

**Energy Assessments** | The Delaware Sustainable Energy Utility is subsidizing energy audits performed by the University of Delaware's Industrial Assessment Center. This program also serves to train UD graduate students through hands-on energy auditing experience. After the building assessment, participants receive a list of recommended energy conservation measures, estimated costs and savings, and payback periods.

**Energy Efficiency Investment Fund (EEIF)** | The EEIF program helps businesses offset upfront costs for energy efficiency improvements and offers two grant/loan options for installation of energy efficiency projects.

**First Time Homebuyer Tax Credit** | This program is a federal income tax credit designed to help make homeownership more affordable to qualified homebuyers. Homebuyers who elect to use the federal tax credit are eligible to claim a portion of the annual interest paid on their mortgage as a special tax credit.

**Green Energy Program** | This program provides grant incentives for qualifying renewable energy systems installed in Delaware. In order to qualify for rebates, a participant's electricity provider must collect funds for the program and currently offer a grant program for renewable energy projects. Each utility company offering rebates has unique program regulations, requirements, program budgets, incentive levels, and application forms.

**Green Infrastructure** | Green infrastructure loans are available for projects at below market interest rates. Interest rate subsidies and/or principal forgiveness may be provided based on the affordability of the project. Wastewater facilities and environmentally innovative projects are eligible.

**Home Purchase Rehabilitation Program** | This program assists homebuyers purchase a home that may need to be repaired, improved, or made more energy efficient. The cost to purchase the home and the costs of repairs (up to \$35,000) are combined into one loan.

**Housing Development Fund (HDF)** | The HDF is designed to provide financing for developers through sponsoring agencies. Types of developments that will be considered include, but are not limited to, the acquisition and/or rehabilitation of existing housing, the adaptive reuse of buildings, and new construction.

**Leaking Storage Tank Remediation** | These loans provide a source of low interest financing for protecting the State's groundwater supplies by rehabilitating underground storage tank systems. Eligibility is open to owners or lessees of underground storage tank facilities that need rehabilitation in order to meet regulatory requirements and where the applicant demonstrates ability to repay the loan.

**Low Income Housing Tax Credit (LIHTC)** | The statewide program provides a direct federal income tax credit to qualified owners and investors to build, acquire, or rehabilitate rental housing units to rent to working low-income Delawareans. The equity raised through the tax credit investment makes it possible for developers to attract the financing needed to create or restore low-income rental housing.

**National Register of Historic Places Technical Assistance** | The Delaware Department of State, Division of Historical & Cultural Affairs provides technical assistance to parties interested in applying for recognition on the National Register of Historic Places.

**Neighborhood Assistance Act (NAA)** | The NAA program encourages businesses and individuals

who pay Delaware state income taxes to invest in programs serving impoverished neighborhoods or serving low- and moderate-income families. In exchange for a qualified contribution to benefit an approved non-profit program, the NAA provides state tax credits equal to 50% of the investment.

**Recycling** | Recycling programs support the statewide universal recycling law and offers grants, loans, business sector recycling toolkits, and technical assistance. Government, commercial, and non-profit applicants are eligible for grants and loans to increase the recycling rate.

**Second Mortgage Assistance Loan (SMAL)** | SMAL assists income qualified borrowers in the purchase of their own home by providing down payment and closing cost assistance in the form of second mortgages. SMAL must be used in conjunction with the Delaware State Housing Authority's Homeownership Loan.

**SEU Low-Interest Loan Program for Businesses and Non-Profits** | The Delaware Sustainable Energy Utility will provide direct low-interest loans to businesses, non-profits, and governments for the purpose of financing energy conservation measures. Loans can range between \$25,000 and \$1 million.

**Strong Neighborhood Housing Fund (SNHF)** | The SNHF is intended to fund local jurisdictions and non-profit development agencies to acquire, renovate, and sell vacant, abandoned, foreclosed, or blighted buildings in targeted areas.

**Stormwater Infrastructure** | Loans are available for stormwater infrastructure projects at below market interest rates. Interest rate subsidies and/or principal forgiveness may be provided based on the affordability of the project. Projects with water quality benefits are eligible.

**Sustainable Energy Utility (SEU)** | The SEU buys solar renewable energy credits (SREC) for \$0.45 per watt from solar installations up to 50Kw. In exchange, the generation owners assign SREC generated over the next 20 years to the SEU. Residential photovoltaic systems up to 50kW are eligible to generate for SREC procurement.

**Waste Reduction** | This program conducts free waste assessments to help participants understand Best Management Practices (BMPs) and navigate service options related to waste streams. Government and commercial applicants are eligible for technical assistance to increase the recycling rate, reduce waste generation, and cut costs.

**Weatherization Assistance Program (WAP)** | WAP is a free service that is designed to reduce energy costs for low-income families by improving the energy efficiency of their home. Grant funds are provided by the U.S. Department of Energy and state sources for administering the program. Residential home owners, low-income housing developers and owners, and home renters are eligible to apply for direct grants to install energy efficiency and home weatherization measures.

**Welcome Home/Home Again** | This is a home ownership program that provides first mortgage financing at below-market interest rates to qualified homebuyers.

# Chapter Seven.

## *Downtown Harrington - The Evaluation*







The short term success of the Downtown Development District Plan should be measured in two ways. First, has the City in fact implemented, in a timely manner and with a reasonable commitment of resources, the actions set forth in this Plan. Second, have the conditions in the Downtown improved as a result of the implementation of the Downtown Development District Plan.

The evaluation should review each action in the Plan that should have been undertaken during the time period covered by the evaluation as well as the continuing/ongoing activities. For each of these actions, the evaluation should address the following:

- Was the action carried out as planned?
- If not, why not or how was it changed?
- How successful was the action from an operational perspective (number of participants or other indicators of involvement/participation)?
- How could the action be improved if it is a recurring or ongoing activity?
- Should the activity be continued? Be modified?
- Is there any evidence that the action has had a positive impact on the Downtown?

In addition to the status evaluation noted above, an evaluation of the effectiveness of implementing the Plan should be conducted. The effectiveness report should document at least the following:

- the nature and amount of all public improvements undertaken within the Downtown;
- the number, type, and value of investments made in private property within the Downtown including renovations, expansions, or new buildings;
- the number and type of new businesses that opened in or relocated to the Downtown including the number of new jobs created;
- the number and type of businesses that closed or relocated from the Downtown including the number of jobs lost;
- the number and type of business expansions within the Downtown including the number of new jobs created; and
- the percentage change in taxable property valuation of all private property in the Downtown.

As part of this review, the City Manager and City Planner should consider whether any amendments should be made to the Downtown Plan to improve its

effectiveness or to respond to changing conditions or opportunities. If they believe that an amendment of the Plan is warranted, they should prepare appropriate amendments and submit them for consideration and possible recommendation to the City Council as formal amendments. The objective of this process is that the Downtown Development District Plan will become a “living document” that is updated and refined on an ongoing basis to serve as a guide for the community’s downtown revitalization activities.

A key element of the evaluation process is keeping the Downtown community, volunteers, and the larger Harrington community aware of the progress being made to implement (and possibly revise and update) the Downtown Development District Plan. This reporting should take a number of forms including, but not limited to, the following:

- Following each periodic evaluation, the City Manager and City Planner should prepare a summary of the progress made during the past evaluation period and the key achievements in improving the Downtown. This should be done as a one or two page handout that can be posted on the City’s website and printed and distributed to the Downtown community and volunteers and used as a handout at Downtown events and activities.
- Following the presentation of the progress report to the City Council, a celebration should be held to note the progress made during the evaluation period, to recognize special accomplishments, and to thank the Downtown community and volunteers for their contributions to the success.
- The City should establish a regular process for reporting successes in implementing the Plan to the local media and encouraging them to provide coverage.



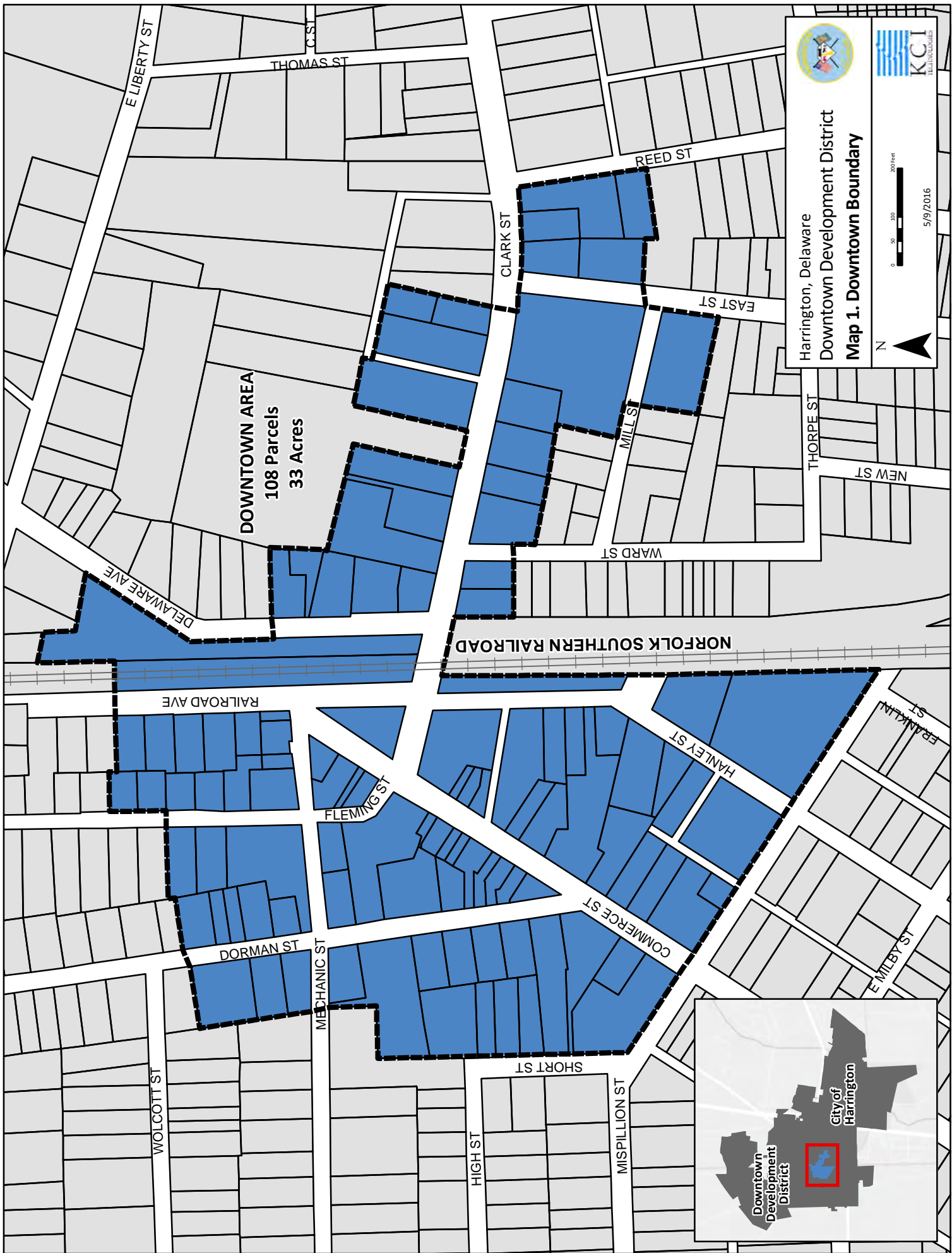
# Chapter Eight.

## *Downtown Harrington - The Maps*



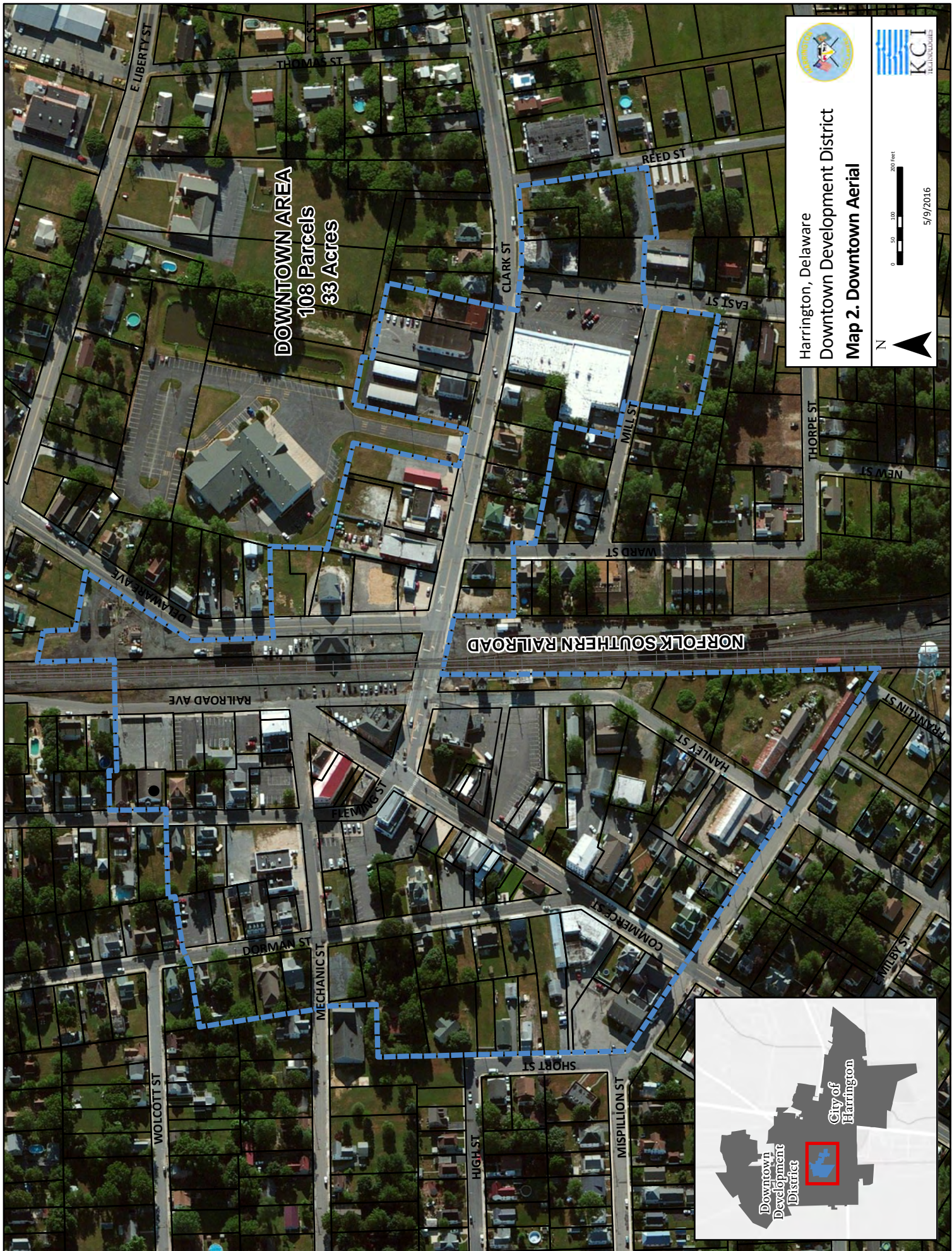






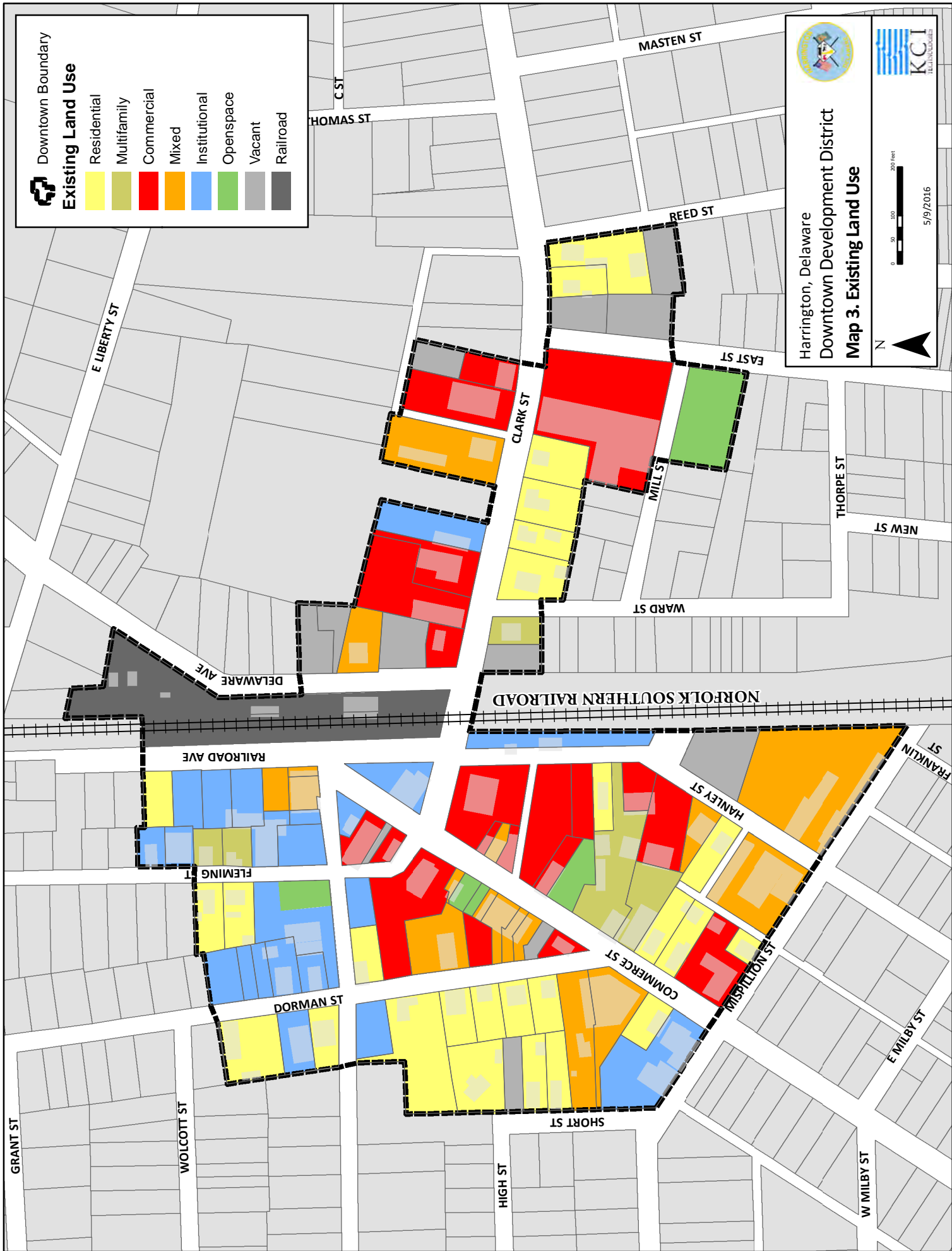






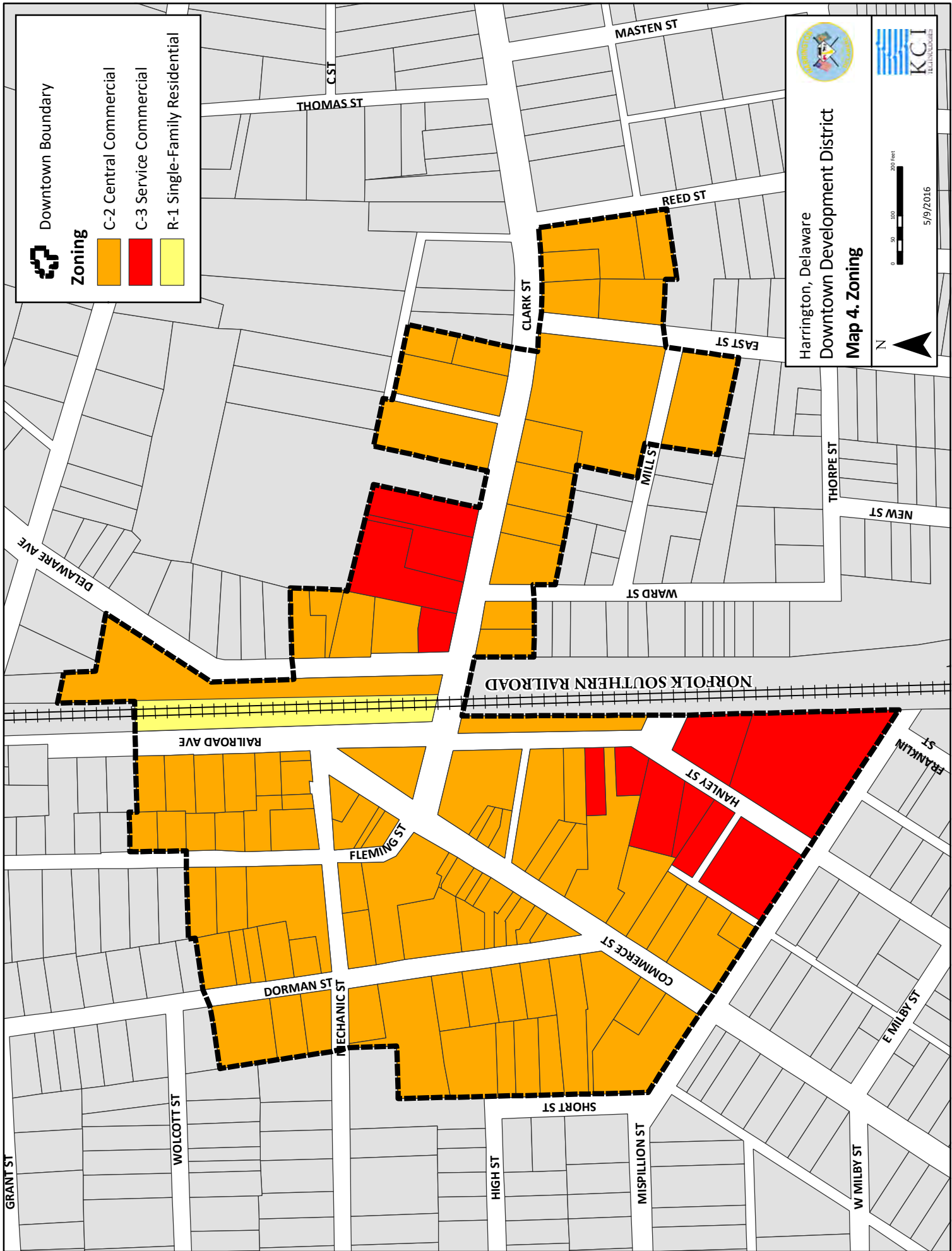




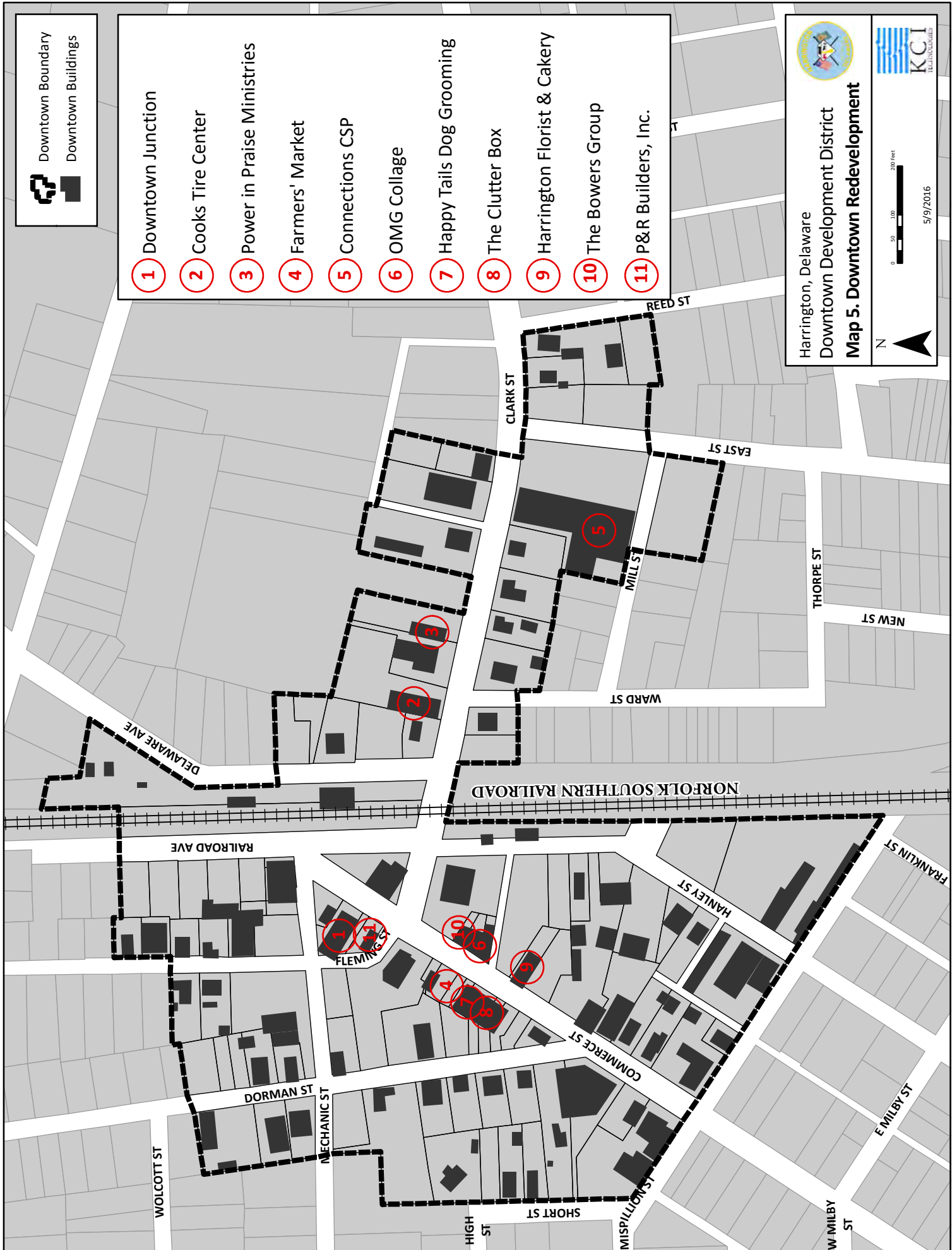






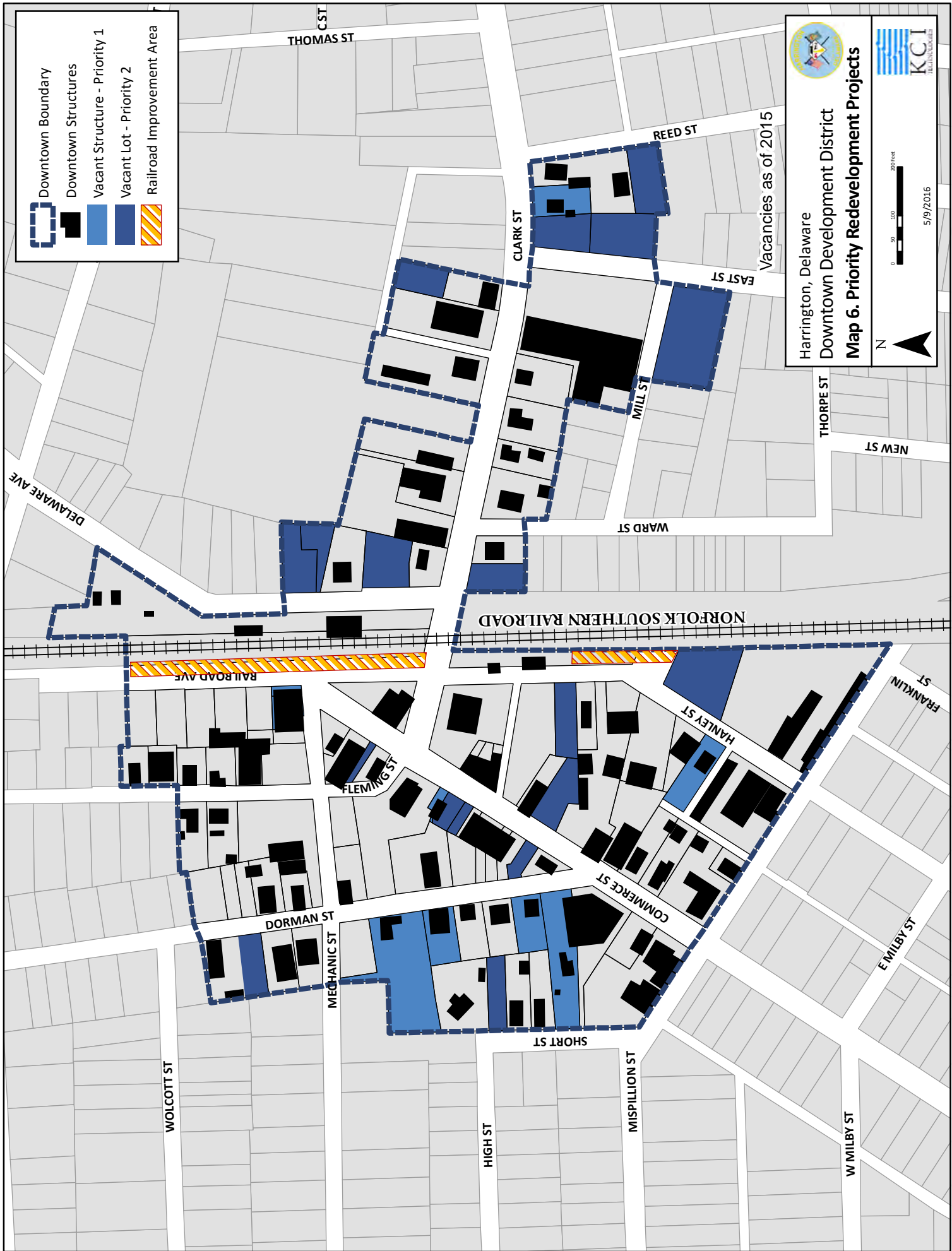




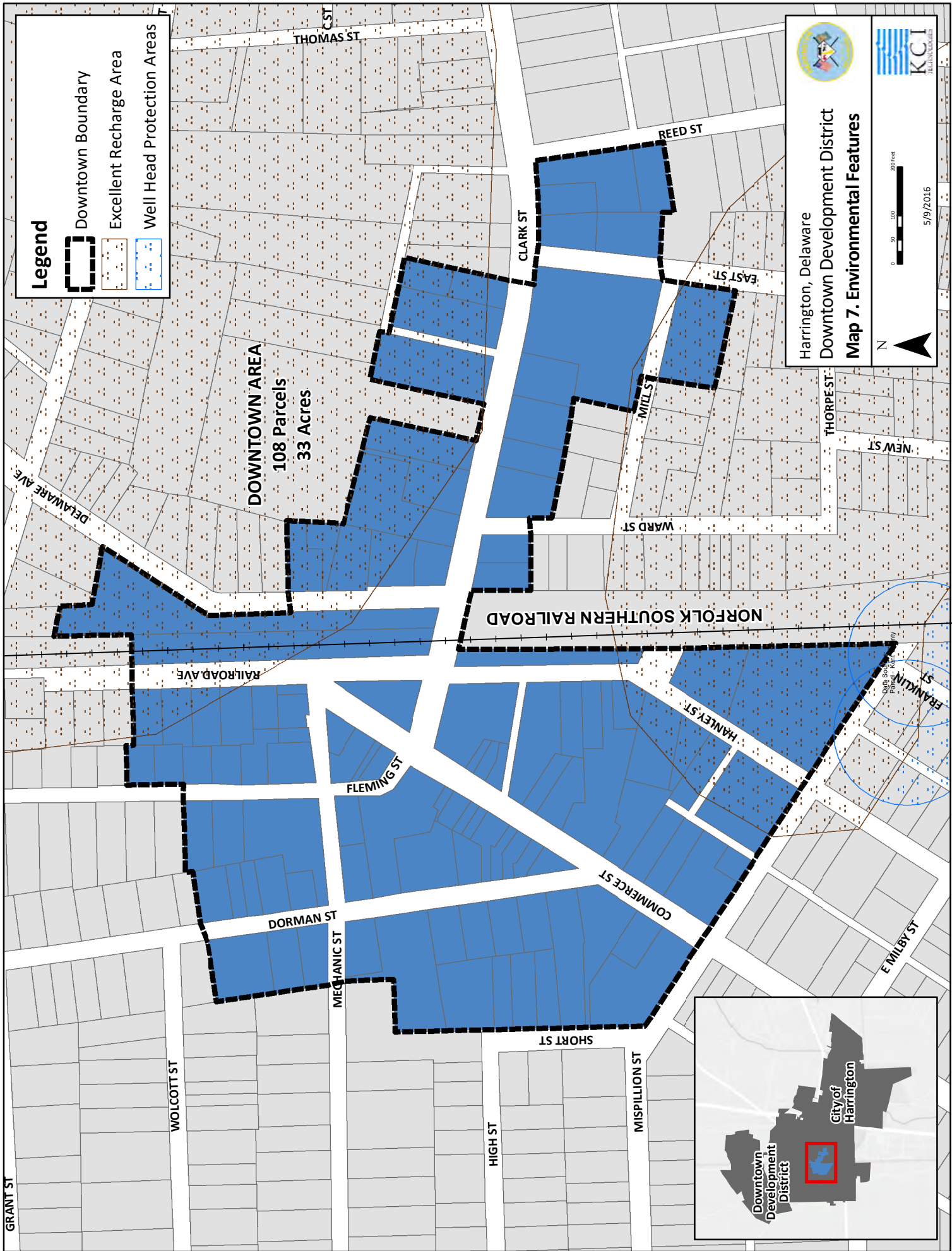




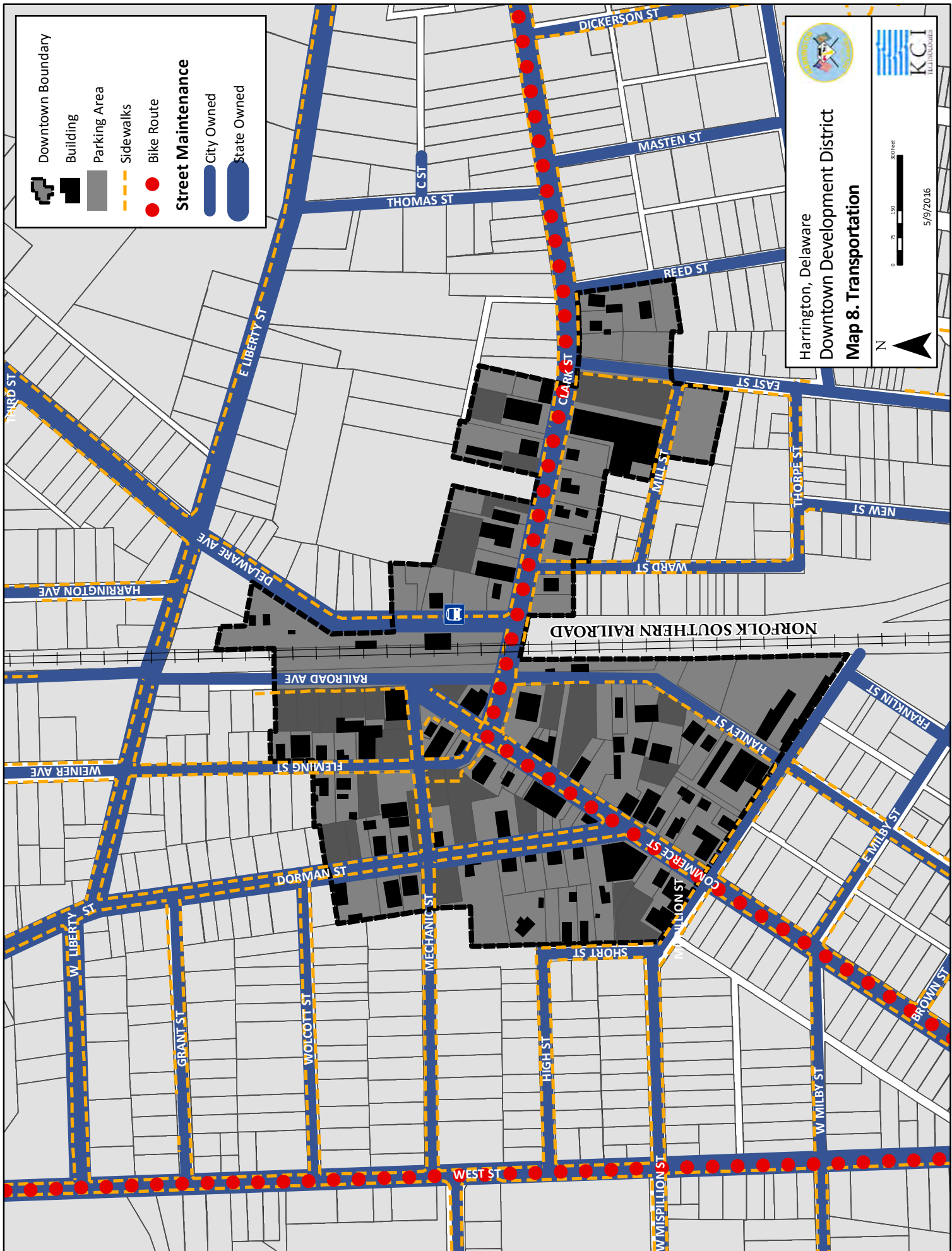








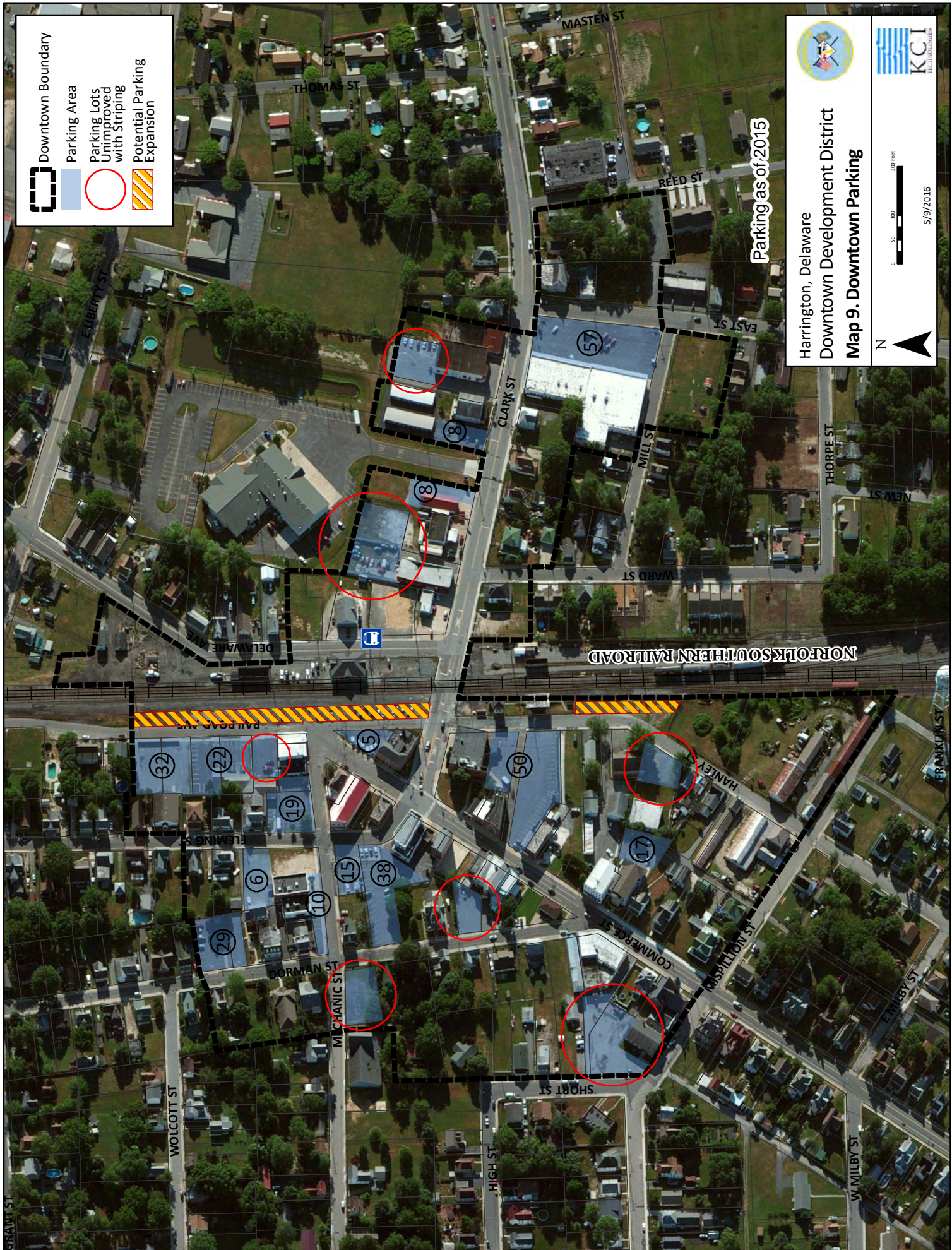
















# Chapter Nine.

## *Appendix*







## Downtown Survey: Resident/Visitor Survey



## Harrington Downtown Development District Survey

DUE BY FEBRUARY 19, 2016

### Welcome to the Harrington Downtown Development District Survey!

The City of Harrington has long been an important commercial, agricultural, and entertainment hub in Delaware. The downtown has a variety of small-scale businesses including retail, banks, and professional and general services. The City is starting to see a redevelopment trend occur in the downtown and has received a grant to develop a Downtown Development District Plan. Harrington desires to continue stimulating development and build upon recent successes. To that end, the District Plan will:

- Unite business, government, and citizens to attain common goals
- Coordinate economic marketing efforts with State and County Economic Development offices as well as the Central Chamber of Commerce
- Articulate and illustrate the shared vision and strategies
- Assess assets and opportunities to capitalize on, as well as obstacles to overcome
- Identify a priority project to be a focal point and anchor other redevelopment efforts
- Be a promotional tool to share with potential investors
- Assist in marketing walkability and community events with local merchants

As part of the Downtown Development District planning process, we are conducting a survey on the frequency and purpose of consumer activity in the Harrington 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. The results of this survey will help to identify current and future market opportunities in the Harrington area in attracting businesses that consumers want and need, as well as needs of business owners and operators.

Thank you for participating in our survey. Your feedback is important. Once completed, please return to:

City of Harrington  
106 Dorman Street  
Harrington, DE 19952

1. Are you a:
  - ☐ Harrington Resident
  - ☐ Harrington Property Owner
  - ☐ Harrington Business Owner
  - ☐ Harrington Employee (within the downtown area)
  - ☐ Visitor

## Harrington Downtown Development District Survey - Resident / Visitor Survey

2. How often do you shop at the following locations?

	5+ times a week	2-4 times a week	Once a week	Once a month	Once every few months	Never
Downtown Harrington						
Route 13 Corridor						
Milford						
Seaford						
Dover/Camden						
Other (please specify)						

3. What places/stores do you visit in Harrington's downtown?

- ☐ Retail
- ☐ Service
- ☐ Restaurant
- ☐ Town
- ☐ Freedom Park
- ☐ Post Office or Bank
- ☐ Farmers' Market
- ☐ Other (please specify): \_\_\_\_\_

4. What time do you typically visit Harrington's downtown?

- ☐ Monday-Friday, before 5pm
- ☐ Monday-Friday, 11am - 2pm
- ☐ Monday-Friday, after 5pm
- ☐ Saturday-Sunday, before 5pm
- ☐ Saturday-Sunday, after 5pm

5. Have you attended any of the following events in the past three years?

- ☐ Heritage Day
- ☐ Police National Night Out
- ☐ Tree Lighting Ceremony
- ☐ Christmas Parade
- ☐ Other (please specify): \_\_\_\_\_

## Harrington Downtown Development District Survey - Resident / Visitor Survey

6. How do you most often travel to establishments in the downtown?

- ☐ Walk
- ☐ Bike
- ☐ Drive and use on-street parking
- ☐ Drive and use municipal parking
- ☐ Drive and use parking at one establishment, then leave the downtown
- ☐ Drive, use one establishment's parking, and visit multiple places
- ☐ Drive and use multiple establishments' parking lots

7. Which of the following attracts you to a shopping/business area?

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
Variety of products and services					
Quality of products and services					
One-stop shopping (variety of products in one store)					
Look and feel of the business area					
Friendly customer service					
Independent stores over chains					
Nearby places to eat					
Shopping after 5pm on weekdays and weekends					
Convenient location (close to home or work)					
Convenient parking					
Pedestrian safety and convenience					
Price					
Other (please specify)					

8. Do you feel safe in Harrington's downtown during the day and night? If your response to either is "No," please explain why to the right.

	Yes	No
Day		
Night		



## Harrington Downtown Development District Survey - Resident / Visitor Survey

9. Currently, what are the major advantages of Harrington's downtown?

- |  |  |
|--|--|
| <input type="checkbox"/> Convenient location         | <input type="checkbox"/> Within walking distance       |
| <input type="checkbox"/> Fair prices                 | <input type="checkbox"/> Selection of goods/services   |
| <input type="checkbox"/> Friendly local service      | <input type="checkbox"/> Know local employees          |
| <input type="checkbox"/> Easy to find parking        | <input type="checkbox"/> Events at Freedom Park        |
| <input type="checkbox"/> Supporting local businesses | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Less traffic and crowds     |  |

10. Currently, what are the major disadvantages of Harrington's downtown?

- |  |   |
|--|---|
| <input type="checkbox"/> Inconvenient location             | <input type="checkbox"/> Difficult or inconvenient to park and walk |
| <input type="checkbox"/> Poor appearance                   | <input type="checkbox"/> Traffic                                    |
| <input type="checkbox"/> Lack in variety of goods/services | <input type="checkbox"/> Poor customer service                      |
| <input type="checkbox"/> High prices                       | <input type="checkbox"/> Other (please specify): _____              |
| <input type="checkbox"/> Limited hours                     |   |

11. Imagine Harrington's downtown in ten years. How appealing are these future scenarios?

	Very Appealing	Somewhat Appealing	Not Appealing	No Opinion	Don't Know
An attractive place to call home with a mix of residential styles (e.g., single-family, townhouses, apartments) that appeal to a variety of ages and incomes					
An aesthetic blend of green space, natural elements, and pedestrian amenities with an historic flavor					
A place with new professional offices and businesses that provides jobs and employees who patron other establishments in the downtown					
A meeting place and the center of community activities with a mix of shopping, restaurants, cultural, and recreation spaces					
A niche destination place where specialty retail stores and restaurants attract visitors from out of town					
A place where locally owned stores/service shops for personal errands and dining/entertainment opportunities serve mainly the residents of the Harrington area					
A regional destination retail center attracting people from a distance with a mix of retailers					
Other (please specify)					

### Harrington Downtown Development District Survey - Resident / Visitor Survey

12. What general service businesses would you most like to see come to downtown?

- ☐ Public and civic (e.g., library, park, community center, community garden, gallery)
- ☐ Institutional (e.g., religious, government, education, financial)
- ☐ Personal service (e.g., health club, beauty, tailor, dry cleaning, jewelry, household repair)
- ☐ Convenience store
- ☐ Commercial retail (e.g., general merchandise, clothing, hardware, household supplies and furnishings)
- ☐ Professional office (e.g., medical, law, accounting, architecture)
- ☐ Specialty retail (e.g., antiques, plants/flowers, gift shops)
- ☐ Youth programs
- ☐ Temporary
- ☐ Other (please specify): \_\_\_\_\_

13. What food-related businesses would you like to see in the downtown?

- ☐ Locally owned restaurants
- ☐ Chain restaurants
- ☐ Coffee shop
- ☐ Evening dining
- ☐ Tavern and grill
- ☐ Fast food/take out
- ☐ Deli/sandwich
- ☐ Grocery store
- ☐ Specialty food (e.g., bakery, butcher, ice cream)
- ☐ Breakfast/lunch dining
- ☐ Other (please specify): \_\_\_\_\_

14. What types of arts and cultural events/activities are best suited for downtown Harrington?

- ☐ Outdoor concert
- ☐ Food festival
- ☐ Antique festival
- ☐ Seasonal/holiday festival
- ☐ "First Friday" (regular day where business stay open later in the evening)
- ☐ Kid-friendly/family event
- ☐ Cultural/heritage festival
- ☐ Merchants Night
- ☐ Other (please specify): \_\_\_\_\_

15. What changes do you believe would help improve the Harrington downtown area? (please choose up to 5)

- ☐ Improved appearance
- ☐ Improved parking
- ☐ Greater variety of stores
- ☐ Better quality of merchandise
- ☐ Greater selection of merchandise
- ☐ Greater variety of merchandise
- ☐ Better atmosphere
- ☐ More competitive pricing
- ☐ Greater feeling of safety
- ☐ Improved customer service
- ☐ Expanded store hours
- ☐ Less traffic congestion
- ☐ Additional promotion and advertising
- ☐ Creative storefronts and signage
- ☐ Attractive outdoor dining areas
- ☐ Other (please specify): \_\_\_\_\_

16. Is there a community similar to Harrington that you feel has a vibrant and attractive downtown that we can learn from? \_\_\_\_\_



### Harrington Downtown Development District Survey - Resident / Visitor Survey

17. If there were vacant buildings or lots in downtown Harrington, what do you think they should be used for to create more economic activity for the downtown? Do you have specific locations in mind?

18. If there was one thing that you could keep the same and one thing you could change about downtown Harrington, what would those be?

19. Do you have any other ideas that you feel would help attract residents, businesses, and visitors to downtown Harrington?

### Harrington Downtown Development District Survey - Demographics Information

20. Home Zip Code: \_\_\_\_\_

21. Work Zip Code: \_\_\_\_\_

22. Age:

- ☐ Under 18
- ☐ 18-24
- ☐ 25-44
- ☐ 45-64
- ☐ 65+

23. Gender

- ☐ Male
- ☐ Female

24. Household's Annual Income

- ☐ < \$15,000
- ☐ \$15,000 - \$24,999
- ☐ \$25,000 - \$34,999
- ☐ \$35,000 - \$49,999
- ☐ \$50,000 - \$74,999
- ☐ \$75,000 - \$99,999
- ☐ \$100,000 - \$149,999
- ☐ \$150,000 - \$199,999
- ☐ \$200,000 +

25. Race:

- ☐ White
- ☐ Black or African American
- ☐ American Indian and Alaskan Native
- ☐ Asian
- ☐ Native Hawaiian and Other Pacific Islander
- ☐ Other (please specify): \_\_\_\_\_

26. Hispanic Origin

- ☐ Hispanic or Latino (of any race)
- ☐ Not Hispanic or Latino

## Downtown Survey: Merchant Survey





## Harrington Downtown Development District Survey

DUE BY FEBRUARY 19, 2016

Welcome to the Harrington Downtown Development District Survey!

MERCHANTS ONLY!

The City of Harrington has long been an important commercial, agricultural, and entertainment hub in Delaware. The downtown has a variety of small-scale businesses including retail, banks, and professional and general services. The City is starting to see a redevelopment trend occur in the downtown and has received a grant to develop a Downtown Development District Plan. Harrington desires to continue stimulating development and build upon recent successes. To that end, the District Plan will:

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- Coordinate economic marketing efforts with State and County Economic Development offices as well as the Central Chamber of Commerce
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- Identify a priority project to be a focal point and anchor other redevelopment efforts
- Be a promotional tool to share with potential investors
- Assist in marketing walkability and community events with local merchants

As part of the Downtown Development District planning process, we are conducting a survey on the frequency and purpose of consumer activity in the Harrington 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. The results of this survey will help to identify current and future market opportunities in the Harrington area in attracting businesses that consumers want and need, as well as needs of business owners and operators.

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Harrington, DE 19952

1. Are you a:
  - ☐ Harrington Resident
  - ☐ Harrington Property Owner
  - ☐ Harrington Business Owner
  - ☐ Harrington Employee (within the downtown area)
  - ☐ Visitor

## Harrington Downtown Development District Survey - Merchant Survey

2. If you own a business downtown, do you have a need to expand?
- ☐ Yes ☐ Maybe
- ☐ No ☐ I own a business, but it is not located downtown
3. What would you need to expand your business downtown?
- ☐ New building ☐ Capital/funding
- ☐ Available space ☐ Localized incentives
- ☐ Parking ☐ Other (please specify): \_\_\_\_\_
4. Are you committed to keeping your business downtown?
- ☐ Yes
- ☐ No - please explain: \_\_\_\_\_
5. Would you be interested in a downtown incentive/discount program?
- ☐ Yes ☐ No
6. If programs were available, could your business use information on or assistance with the following topics?

	Definitely	Probably	Unsure	Probably Not	Definitely Not
Business planning					
Small Business loans					
Obtaining permits for expansion					
Financial management					
Marketing/branding/advertising					
Employee hiring/training					
Customer service/hospitality					
Building improvements					
Window/interior store displays					
Internet service					
E-commerce/web design					
Buying/selling a business					
Other (please specify):					

## Harrington Downtown Development District Survey - Merchant Survey

7. How useful to your business are/could be the following services?

	Very Useful	Useful	Useless	Don't Know
Group business training (e.g., workshops, speakers)				
Cooperative advertising coordination				
Marketing of the downtown as a shopping destination				
Facade grants				
Public improvement grants				
Business directories, brochures, maps				
Website or internet resources				
Retail event coordination				
Special event coordination				
Downtown-wide WiFi				
Formation of a downtown merchant's association				

8. If financial assistance were available, would you consider building improvements such as facade work or new signage?

☐ Yes

☐ No

9. What are your business' busiest and slowest months?

Busiest: \_\_\_\_\_ Slowest: \_\_\_\_\_

10. What are your business' hours of operation for both your busiest and slowest months?

Busiest: \_\_\_\_\_ Slowest: \_\_\_\_\_

11. What are your thoughts on store hours?

- ☐ I am open all the hours I need to be
- ☐ I can't be open more hours for personal reasons
- ☐ I would like to be open more hours but can't afford the staff
- ☐ I would like to be open more hours but can't find good staff
- ☐ I would be open more hours if I were sure of sales
- ☐ I would be open more hours if everyone else was

12. Would you be interested in expanding your hours for special events?

☐ Yes

☐ No



### Harrington Downtown Development District Survey - Merchant Survey

13. How many people, including owners, does your business employ in each of the following categories?

Full time (32 or more hours per week) year-round	
Part time, year-round	
Seasonal	

14. How important are the following consumer segments to your business?

	Very Important	Important	Not Important	No Sure
Males				
Females				
Age: Under 18				
Age: 18-24				
Age: 25-44				
Age: 45-64				
Age: 65+				
Harrington residents				
Regional residents (outside Harrington)				
Downtown employees				
Students				
Tourists and visitors				
Other (please specify):				

15. What are some of the major barriers or obstacles facing your business today?

- |  |  |
|--|--|
| <input type="checkbox"/> Customer traffic (not enough/shrinking)     | <input type="checkbox"/> Public safety/crime           |
| <input type="checkbox"/> Property improvements (e.g., facade)        | <input type="checkbox"/> Parking                       |
| <input type="checkbox"/> Cost of rent/property                       | <input type="checkbox"/> Congestion/traffic            |
| <input type="checkbox"/> Availability of telecommunications services | <input type="checkbox"/> Payroll costs                 |
| <input type="checkbox"/> Cash flow/working capital                   | <input type="checkbox"/> Competition                   |
| <input type="checkbox"/> General operating costs                     | <input type="checkbox"/> Insurance costs               |
| <input type="checkbox"/> Outdated machinery/technology               | <input type="checkbox"/> Availability of employees     |
| <input type="checkbox"/> City/County/State codes or regulations      | <input type="checkbox"/> Computer/technology issues    |
| <input type="checkbox"/> Skill level/preparation of employees        | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Current economic conditions                 |  |

### Harrington Downtown Development District Survey - Merchant Survey

16. How do you reach potential customers?

- |   |  |
|---|--|
| <input type="checkbox"/> Newspapers           | <input type="checkbox"/> Billboards                    |
| <input type="checkbox"/> Magazines            | <input type="checkbox"/> Word of Mouth                 |
| <input type="checkbox"/> Radio                | <input type="checkbox"/> Internet                      |
| <input type="checkbox"/> Television           | <input type="checkbox"/> Local Service Organizations   |
| <input type="checkbox"/> Yellow Pages         | <input type="checkbox"/> Referrals                     |
| <input type="checkbox"/> Direct Mail/Catalogs | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Window Displays      |  |

### Harrington Downtown Development District Survey - Demographics Information

17. Home Zip Code: \_\_\_\_\_ 18. Work Zip Code: \_\_\_\_\_

19. Age:

- ☐ Under 18
- ☐ 18-24
- ☐ 25-44
- ☐ 45-64
- ☐ 65+

20. Gender

- ☐ Male
- ☐ Female

21. Household's Annual Income

- ☐ < \$15,000
- ☐ \$15,000 - \$24,999
- ☐ \$25,000 - \$34,999
- ☐ \$35,000 - \$49,999
- ☐ \$50,000 - \$74,999
- ☐ \$75,000 - \$99,999
- ☐ \$100,000 - \$149,999
- ☐ \$150,000 - \$199,999
- ☐ \$200,000 +

22. Race:

- ☐ White
- ☐ Black or African American
- ☐ American Indian and Alaskan Native
- ☐ Asian
- ☐ Native Hawaiian and Other Pacific Islander
- ☐ Other (please specify): \_\_\_\_\_

23. Hispanic Origin

- ☐ Hispanic or Latino (of any race)
- ☐ Not Hispanic or Latino





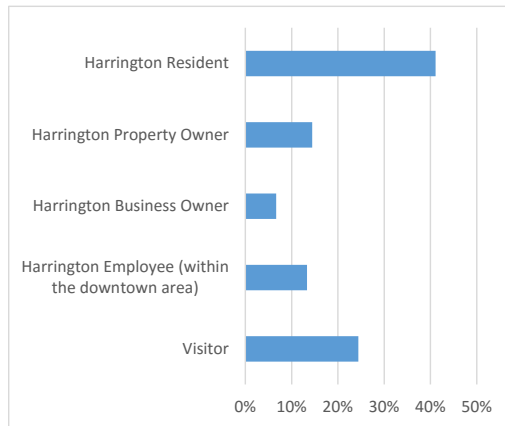
## Downtown Survey: Survey Results

*The data provided in the following tables and graphs accurately matches that provided in the original survey results; however, the format has been modified to complement this document..*



## Q1. Are you a:

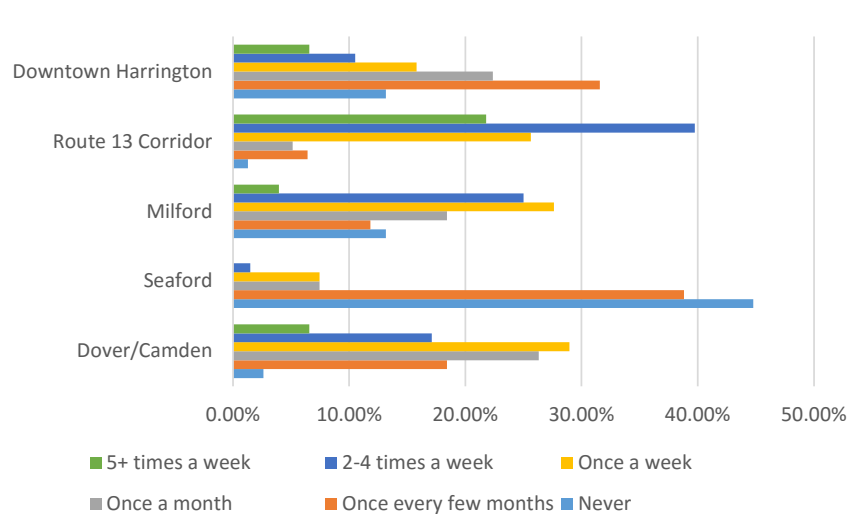
Answered: 90 Skipped: 0



Answer Choices	Responses	
Harrington Resident	41.11%	37
Harrington Property Owner	14.44%	13
Harrington Business Owner	6.67%	6
Harrington Employee (within the downtown area)	13.33%	12
Visitor	24.44%	22
Total		90

## Q2. How often do you shop at the following locations?

Answered: 82 Skipped: 8

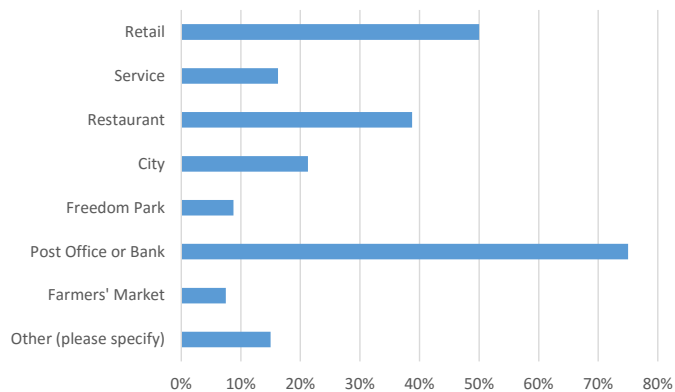


Write-In Responses:
Greenwood
Baltimore
Middletown
Beaches
Easton
Georgetown
Christiana Mall
Salisbury Mall
Beach Outlets

	5+ times a week	2-4 times a week	Once a week	Once a month	Once every few months	Never	Total
Downtown Harrington	6.58% 5	10.53% 8	15.79% 12	22.37% 17	31.58% 24	13.16% 10	76
Route 13 Corridor	21.79% 17	39.74% 31	25.64% 20	5.13% 4	6.41% 5	1.28% 1	78
Milford	3.95% 3	25.00% 19	27.63% 21	18.42% 14	11.84% 9	13.16% 10	76
Seaford	0.00% 0	1.49% 1	7.46% 5	7.46% 5	38.81% 26	44.78% 30	67
Dover/Camden	6.58% 5	17.11% 13	28.95% 22	26.32% 20	18.42% 14	2.63% 2	76

### Q3. What places/stores do you visit in Harrington's downtown?

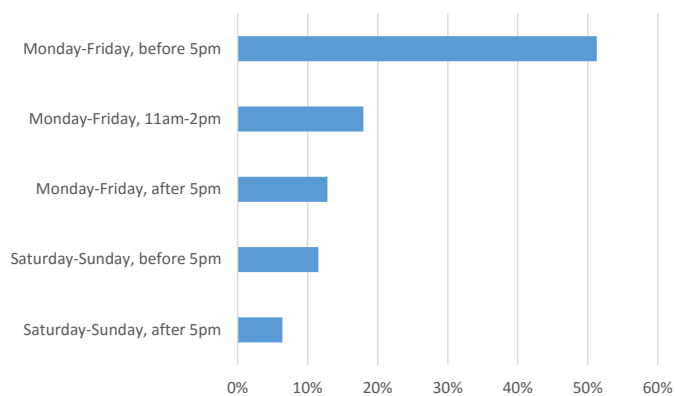
Answered: 80 Skipped: 10



Answer Choices	Responses		Write Ins:
Retail	50.00%	40	Trinity UM Church; Friends & Family; Insurance; Harrington Florist & Cakery (2); Museums; Post Office, occasionally; bank; answer to #2 Downtown Harrington applies to these places only; The Clutter Box; Happy Tails excellent dog grooming services; The Clutter Box Antiques; bank; Harrington Public Library
Service	16.25%	13	
Restaurant	38.75%	31	
City	21.25%	17	
Freedom Park	8.75%	7	
Post Office or Bank	75.00%	60	
Farmers' Market	7.50%	6	
Other (please specify)	15.00%	12	

### Q4. What time do you typically visit Harrington's downtown?

Answered: 78 Skipped: 12

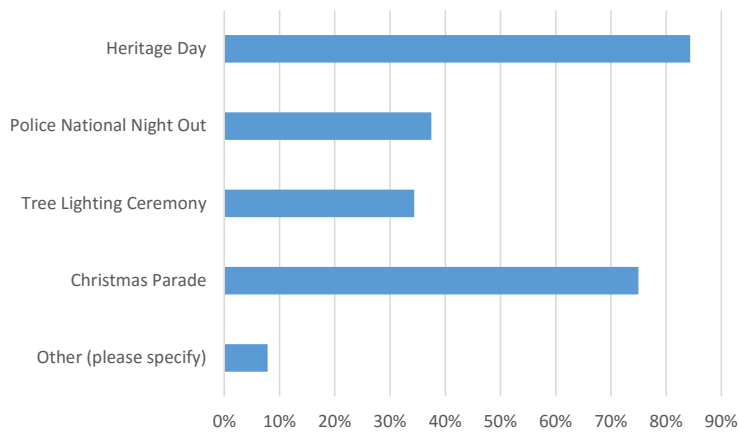


Answer Choices	Responses	
Monday-Friday, before 5pm	51.28%	40
Monday-Friday, 11am-2pm	17.95%	14
Monday-Friday, after 5pm	12.82%	10
Saturday-Sunday, before 5pm	11.54%	9
Saturday-Sunday, after 5pm	6.41%	5



## Q5. Have you attended any of the following events in the past three years?

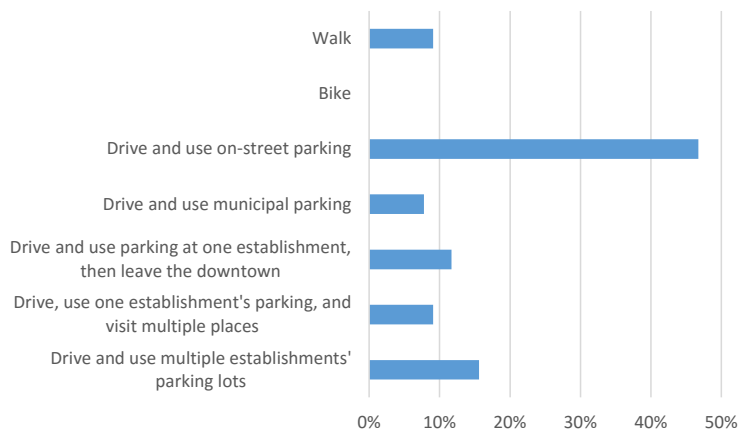
Answered: 64 Skipped: 26



Answer Choices	Responses		Write-Ins:
Heritage Day	84.38%	54	I attended all but Police Night Out annually, but none in the past three years; Movies; no recently moved here; Library functions, Church
Police National Night Out	37.50%	24	
Tree Lighting Ceremony	34.38%	22	
Christmas Parade	75.00%	48	
Other (please specify)	7.81%	5	

## Q6. How do you most often travel to establishments in the downtown?

Answered: 77 Skipped: 13



Answer Choices	Responses	
Walk	9.09%	7
Bike	0.00%	0
Drive and use on-street parking	46.75%	36
Drive and use municipal parking	7.79%	6
Drive and use parking at one establishment, then leave the downtown	11.69%	9
Drive, use one establishment's parking, and visit multiple places	9.09%	7
Drive and use multiple establishments' parking lots	15.58%	12

## Q7. Which of the following attracts you to a shopping/business area?

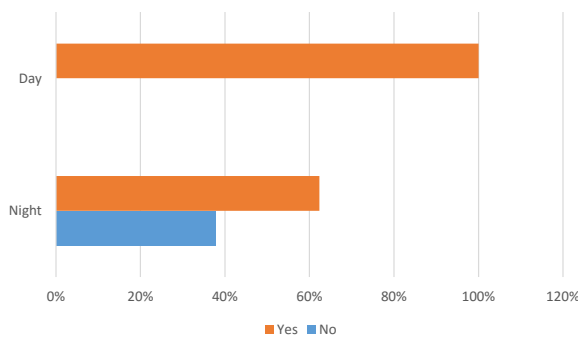
Answered: 77 Skipped: 13



	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total	Weighted Average
Variety of products & services	45.21% 33	36.99% 27	10.96% 8	4.11% 3	2.74% 2	73	1.82
Quality of products & services	47.89% 34	36.62% 26	9.86% 7	4.23% 3	1.41% 1	71	1.75
One-stop shopping	20.90% 14	41.79% 28	20.90% 14	11.94% 8	4.48% 3	67	2.37
Look & feel of the business area	33.82% 23	47.06% 32	13.24% 9	4.41% 3	1.47% 1	68	1.93
Friendly customer service	57.53% 42	34.25% 25	6.85% 5	1.37% 1	0.00% 0	73	1.52
Independent stores over chains	35.71% 25	28.57% 20	28.57% 20	7.14% 5	0.00% 0	70	2.07
Nearby places to eat	30.99% 22	38.03% 27	23.94% 17	5.63% 4	1.41% 1	71	2.08
Shopping after 5pm	19.12% 13	33.82% 23	35.29% 24	7.35% 5	4.41% 3	68	2.44
Convenient location	32.39% 23	45.07% 32	16.90% 12	4.23% 3	1.41% 1	71	1.97
Convenient parking	40.85% 29	36.62% 26	15.49% 11	4.23% 3	2.82% 2	71	1.92
Pedestrian safety & convenience	38.36% 28	39.73% 29	13.70% 10	4.11% 3	4.11% 3	73	1.96
Price	36.62% 26	45.07% 32	14.08% 10	2.82% 2	1.41% 1	71	1.87
Write Ins:	Attend church meetings and services; Uniqueness of shops (Clutter Box and Antique Store); My bank and insurance co are within walking distance. I shop the Clutter Box for quality and service.						

## Q8. Do you feel safe in Harrington's downtown during the day and night?

Answered: 78 Skipped: 12



	Yes	No	Total
Day	100.00% 78	0.00% 0	78
Night	62.32% 43	37.68% 26	69

### Comments:

Too many young kids hanging out.

Too many drugs - just like everywhere these days, also crime - due to plea bargain with some. Harrington police chief Norman is exceptional from talks I had with other residents. Some officers not trusted.

Too many people that walk in the street not on the sidewalks.

I avoid night - crime is everywhere.

Don't visit at night.

Way too many teenagers walking around, up and down Clark Street and side streets. Vacant houses have squatters and you can see drug paraphernalia on the streets. Not even safe to drive thru ATM after 5pm. Even during the day there are nefarious looking guys hanging around the Junction across from the post office.

Wonderful police department.

Not here at night.

You can watch drug exchanges happening as you ride by.

Dim lighting, kids/people. I. That area at night.

I don't particularly feel safe anywhere in Harrington at night. Buildings and houses are in disrepair; I have witnessed fights/arguments on the street; streets can seem desolate; I don't know the people of the town the way I did at one time; town has a lot of traffic just passing through. I feel safer during the day; although, not as safe as I did at one time.

The news with violence in Harrington.

Needs more lighting in certain areas.

Not always, parts of town is run down. I'm in the market to buy a home and I'm going to look at one on E. Center St. I have 3 small children and safety is my main concern.

There are numerous groups of teenagers hanging around and no visible police presence in town. Some areas are dark and not well lit.

I am usually alone and I don't see a lot of police patrolling the area.

I wouldn't walk alone at night, which is sad since I grew up here doing that. But I can see the differences between then and now. More drugs in the area make me nervous and the methadone clinic isn't helping. It just brings more addicts to the area for a quick fix then they stick around. There has been more crime since it opened. I wish I could feel comfortable letting my kids play like I did.

It depends on the \*atmosphere\* or \*feel\* of the area. Sometimes it feels ok other times it doesn't.

Have you read the news? All the creepy druggies and other people wandering vacantly about make me uncomfortable. Also, I'm averse to getting shot.

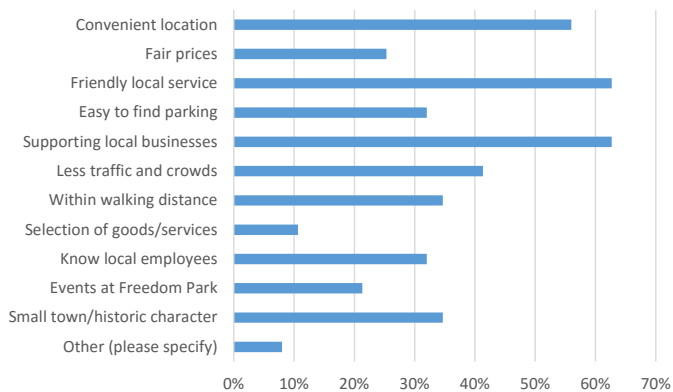
At times there is a group of young men walking the streets.

For the most part I feel safe walking downtown during the day except for a certain location where there are always people loitering around the store entrance. I do not walk anywhere in town after dark that includes walking home from work or walking my dog.

City not safe at night.

## Q9. Currently, what are the major advantages of Harrington's downtown?

Answered: 75 Skipped: 15



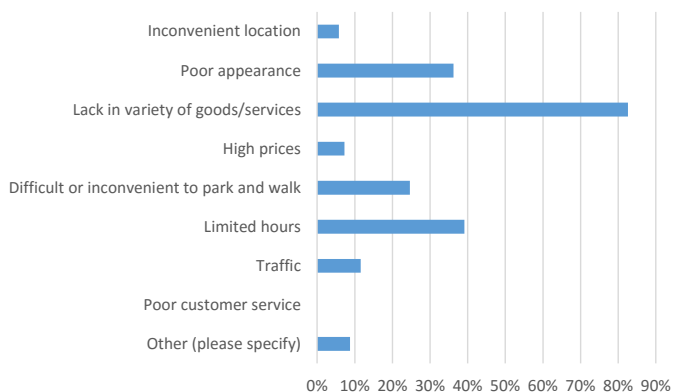
Answer Choices	Responses	
Convenient location	56.00%	42
Fair prices	25.33%	19
Friendly local service	62.67%	47
Easy to find parking	32.00%	24
Supporting local businesses	62.67%	47
Less traffic and crowds	41.33%	31
Within walking distance	34.67%	26
Selection of goods/services	10.67%	8
Know local employees	32.00%	24
Events at Freedom Park	21.33%	16
Small town/historic character	34.67%	26
Other (please specify)	8.00%	6

### Write-Ins:

Post office & bank; That is where the post office is; None; None that come to mind; It is getting there but it does not have enough "curb appeal"; Within walking distance once parked at an establishment and going to others.

## Q10. Currently, what are the major disadvantages of Harrington's downtown?

Answered: 69 Skipped: 21



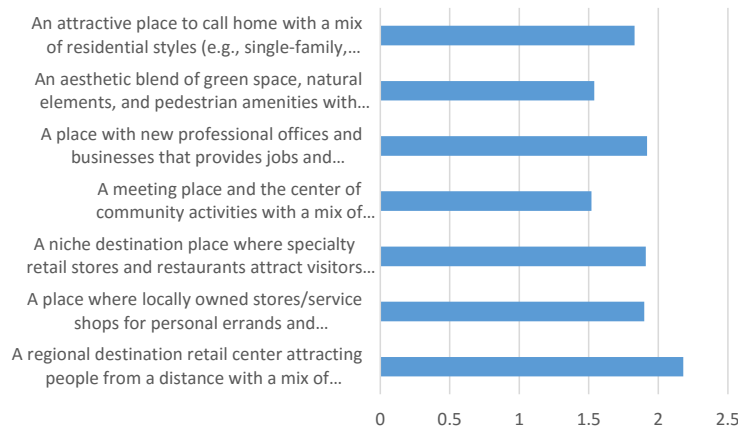
Answer Choices	Responses	
Inconvenient location	5.80%	4
Poor appearance	36.23%	25
Lack in variety of goods/ services	82.61%	57
High prices	7.25%	5
Difficult/inconvenient to park/walk	24.64%	17
Limited hours	39.13%	27
Traffic	11.59%	8
Poor customer service	0.00%	0
Other (please specify)	8.70%	6

### Write-Ins:

None; Train (2); Roads in bad shape; Crime - Not fun to shop when you have to watch your car!; A "bistro" or coffee shop would be an ideal addition to help improve the look and feel of the downtown area as well as a bakery.

## Q11. Imagine Harrington's downtown in ten years. How appealing are these future scenarios?

Answered: 75 Skipped: 15

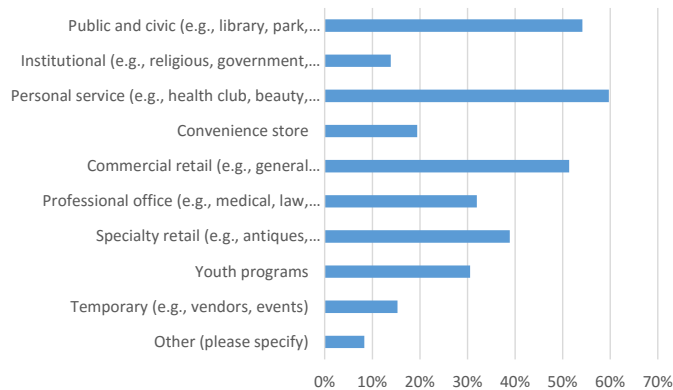


	Very Appealing	Somewhat Appealing	Not Appealing	No Opinion	Don't Know	Total	Weighted Average
An attractive place to call home with a mix of residential styles (e.g., single-family, townhouses, apartments) that appeal to a variety of ages and incomes	40.28% 29	41.67% 30	12.50% 9	5.56% 4	0.00% 0	72	1.83
An aesthetic blend of green space, natural elements, and pedestrian amenities with an historic flavor	54.17% 39	40.28% 29	2.78% 2	2.78% 2	0.00% 0	72	1.54
A place with new professional offices and businesses that provides jobs and employees who patron other establishments in the downtown	45.07% 32	28.17% 20	18.31% 13	7.04% 5	1.41% 1	71	1.92
A meeting place and the center of community activities with a mix of shopping, restaurants, cultural, and recreation spaces	67.12% 49	21.92% 16	4.11% 3	5.48% 4	1.37% 1	73	1.52
A niche destination place where specialty retail stores and restaurants attract visitors from out of town	44.59% 33	33.78% 25	10.81% 8	8.11% 6	2.70% 2	74	1.91
A place where locally owned stores/service shops for personal errands and dining/entertainment opportunities serve mainly the residents of the Harrington area	43.06% 31	37.50% 27	9.72% 7	5.56% 4	4.17% 3	72	1.90
A regional destination retail center attracting people from a distance with a mix of retailers	26.39% 19	41.67% 30	20.83% 15	9.72% 7	1.39% 1	72	2.18
Write-Ins:	<ul style="list-style-type: none"> <li>• Craft/flea market.</li> <li>• There isn't much in our downtown. No local parks for children to play in, no coffee shops to sit in. Look at downtown Milford they have so much in such a little area.</li> <li>• Any combination that could serve local people but also attract people from other areas. a ton of cars drive through on the way to someplace else but few stop. It's a pretty little area. I think cuter than Milford an I feel more safe than in Milford, but fewer attractions here. I don't understand why. I moved here 3 years ago. Part of my job involves going to small towns all over DE and the eastern shore. Very few towns are as pretty as Harrington or feel as safe as Harrington but seem to attract more downtown businesses. Milford and Seaford are downright scary after dark. I've never felt uneasy walking my dog in downtown Harrington at night.</li> <li>• Should have some type of convenience store downtown like Dollar General. It would also be wonderful to have some type of walking path.</li> <li>• I agree with most of these, there are professional buildings by 13, past Arbys etc. I think the downtown area should be made quaint almost but not exactly like Milford. A place where you walk and look around and say, yeah, this is MY town and I'm glad.</li> </ul>						



## Q12. What general service businesses would you like to see come to downtown?

Answered: 72 Skipped: 18



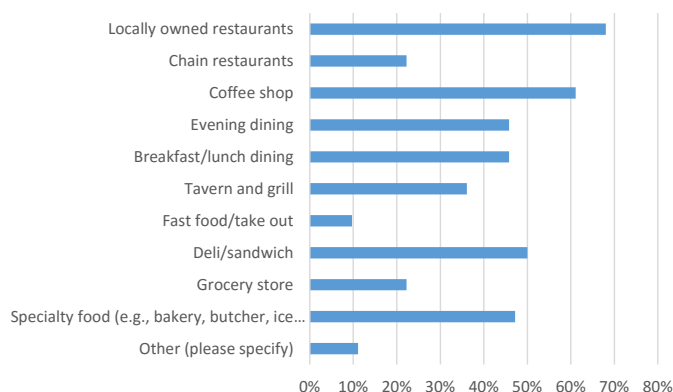
### Write-Ins:

Wawa, Cracker Barrel; Grocery store, specialty foods - bakery, coffee, etc.; Professional office space on the 2nd/3rd floor above ground level shops/restaurants; Pizza shop; Fast food ice cream; A hair salon could also be a great addition

Answer Choices	Responses	
Public and civic (e.g., library, park, community center, community garden, gallery)	54.17%	39
Institutional (e.g., religious, government, education, financial)	13.89%	10
Personal service (e.g., health club, beauty, tailor, dry cleaning, jewelry, household repair)	59.72%	43
Convenience store	19.44%	14
Commercial retail (e.g., general merchandise, clothing, hardware, household supplies & furnishings)	51.39%	37
Professional office (e.g., medical, law, accounting, architecture)	31.94%	23
Specialty retail (e.g., antiques, plants/flowers, gift shops)	38.89%	28
Youth programs	30.56%	22
Temporary (e.g., vendors, events)	15.28%	11
Other (please specify)	8.33%	6

## Q13. What food-related businesses would you like to see in the downtown?

Answered: 72 Skipped: 18



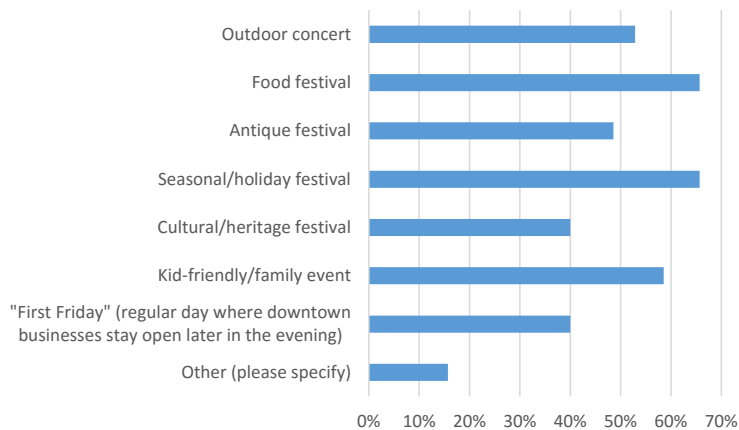
### Write-Ins:

Brew pub; None; KFC; Don't need any more; We already have nice store in Downtown, we need to support that; We need a good bakery with fresh rolls and pastries; Coffee shop, book store like Barnes and Noble, sports bar with TVs, movie theater; A 'bistro' or other quaint eatery would be lovely, a bakery wouldn't hurt either.

Answer Choices	Responses	Answer Choices	Responses
Locally owned restaurants	68.06% 49	Chain restaurants	22.22% 16
Coffee shop	61.11% 44	Evening Dining	45.83% 33
Breakfast/lunch dining	45.83% 33	Tavern and grill	36.11% 26
Fast food/take out	9.72% 7	Deli/sandwich	50.00% 36
Grocery store	22.22% 16	Specialty food (e.g., bakery, butcher, ice cream)	47.22% 34
Other (please specify)	11.11% 8		

## Q14. What types of arts and cultural events/activities are best suited for downtown?

Answered: 70 Skipped: 20



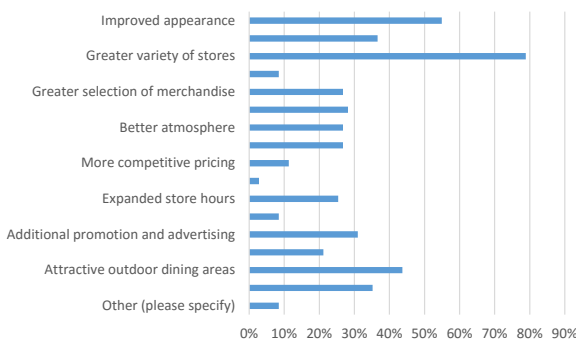
Answer Choices	Responses	
Outdoor concert	52.86%	37
Food festival	65.71%	46
Antique festival	48.57%	34
Seasonal/holiday festival	65.71%	46
Cultural/heritage festival	40.00%	28
Kid-friendly/family event	58.57%	41
"First Friday"	40.00%	28
Other (please specify)	15.71%	11

### Write-Ins:

Various mixers; Merchants night (5); Street dance; Grow Heritage Day the way it used to be. You used to have streets of vendors and yard sale tables. You have 4 types of people who come to these events: people who love freebies, yard sale items, homemade items, homesales. When I was a kid this event was huge! K9 demonstrations, streets of yard sale tables, now its not worth going to. Why can't you walk during the Christmas Parade? Only floats? Just odd that have so many rules for fun things. How about a street dance like Greenwood does?; Any of the above but the current downtown space doesn't seem to adequately support these uses; Old time band concerts would be wonderful to try with ice cream socials topped off with one of Norman's movies; It would be nice to have some stores open later in the evenings. It's hard to accommodate everyone, that's for sure.

## Q15. What changes do you believe would help improve the downtown area?

Answered: 71 Skipped: 19



### Other (please specify) [8.45% / 6 responses]:

Dedicated bike trail; I think the storefront signage is top notch; It would be great to see a business and next to it would be a place like Dolce Bakery/Barnes/Starbucks or something like that - the downtown needs more curb appeal but so does the city. Need to start getting on banks and investors to do something with empty houses; Prices; Sorry, I know it's more than 5. It's hard not to go over 5. I really do hope this works out; A library.

Answer Choices	Responses		Answer Choices	Responses	
Improved appearance	54.93%	39	Improved parking	36.62%	26
Greater variety of stores	78.87%	56	Better quality of merchandise	26.76%	19
Greater selection of merchandise	26.76%	19	Greater variety of merchandise	28.17%	20
Better atmosphere	26.76%	19	Greater feeling of safety	26.76%	19
More competitive pricing	11.27%	8	Improved customer service	2.82%	2
Expanded store hours	25.35%	18	Less traffic congestion	8.45%	6
Additional promotion & advertising	30.99%	22	Additional outdoor seating	21.13%	15
Attractive outdoor dining areas	43.66%	31	Creative storefronts & signage	35.21%	25

## Q16. Is there a community similar to Harrington that you feel has a vibrant and attractive downtown that we can learn from?

Answered: 35 Skipped: 55

Town	Responses	Town	Responses	Town	Responses
Milford, DE	18	Milton, DE	5	Berlin, MD	4
Lewes, DE	3	Dover, DE	2	St. Michaels, MD	2
East Northport, NY	1	Greenwood, DE	1	Rehoboth, DE	1
Smyrna, DE	1				

## Q17. If there were vacant buildings or lots in downtown Harrington, what do you think they should be used for to create more economic activity for the downtown? Do you have specific locations in mind?

Answered: 41 Skipped: 49

### Responses:

- Coffee shop/bakery (similar to LaDolce in Milford) in one of the two buildings next to OMG Collage. A small, up-scale restaurant/pub at old Stone's Hotel. Mid-price, extended lease apartments above Stone's Hotel. A breakfast-lunch deli/restaurant replacing Hoagie Time.
- No. Maybe a farm market. That is what attracted my family. The farmers were so friendly and accepting of new people and this creates jobs, turn over of money and of course the market - could also have a community communications office. When and moved here 45 years ago and came from New Castle.
- Somewhere kid friendly. Arts and crafts, pottery, play time cafe. There's no where to take your kids to have fun!
- No. (2)
- Sitting area.
- Soup kitchens, Code Purple, indoor flea market.
- Food courts, Dollar Tree.
- Specialty market, Dollar Tree.
- Building next to WSFS.
- Outdoor seating.
- I would love to see a consignment shop, used bookstore, coffeehouse and/or card & gift shop in the place of that nasty Downtown Junction which is a drug haven and smells like curry & incense. Harrington should do a pop-up program like Milford to attract small, new businesses.
- Free farmers' market.
- Old Jay's Market-area - gas and convenience store.
- You have quite a few vacant areas or empty buildings in the downtown area. I hear Stones is becoming a pizza restaurant which would be awesome. How about the building on the corner across from the post office that has been empty for years, the empty lot that salvation army used to be in? The Hoagie Time building is empty again. There is no beautiful flowers or benches. Nothing welcoming in the area.
- Things listed earlier in survey.
- Parking. There is no parking downtown to visit any stores. Building near bank that has been condemned.
- We definitely need an upscale eatery/pub. A place you could get a quality sandwich/burger or salad and a beer or wine. Nothing that would become a late night booze hall.
- Theater. (2)
- Youth center.
- I know both Milford and Milton have rent breaks for startups. I would love to see a gym or some sort of fitness classes downtown.
- Restaurants, pubs, antique stores, family owned reatil stores.
- Clothes at reasonable prices, gifts. Create a downtown that is a draw for all. Food.
- Bakery
- Arts center
- Let investors fix up these vacant and run down housing. I think make it easier process for investors to build on vacant lots

Q17. Responses Continued:

- The City seems to be down zoning commercial properties to TND and then claim they want growth. Businesses bring people.
- Boutique coffee shop, news stand, books, doctor or dentist.
- It would be nice to have a theater for creative arts.
- Old Salvation Army lot and Farrow building could be redeveloped with shops.
- Empty lots on Clark and Commerce Streets.
- Children related activities, new stores, or restaurants.
- Kid center (arts, crafts, games, music) coffee shop, book store
- Fix them up first & put in educational or retail locations
- Not vacant, but I have always wondered about the RR car and building, by M&T Bank, is that ever open to tour?
- Dining, commercial retail
- A library within walking distance of downtown would be great.
- Yes, maybe pop up shops (such as for vintage or thrift stores) or creative window displays for holidays or appropriate seasons.
- Nice restaurant. Grocery store. Clothing store. Dry cleaners. There are so many options because right now we have nothing but 3 businesses to choose but they do not provide the necessities of life such as groceries, clothes, etc.
- Offices.

**Q18. If there was one thing that you could keep the same and one thing you could change about downtown Harrington, what would those be?**

Answered: 41 Skipped: 49

Responses:

- Keep the eye-pleasing store fronts such as The Harrington Florist & The Clutter Box. Fix-up or remove and replace the unsafe eye-sore buildings like the one just past the WSFS bank.
- Where I worked at Dupont Co. in the communications dep. taking visitors around and explaining some of the history. We had family who lived in Sussex all of their lives and had large farms.
- Encourage renovating the buildings. Less apartments in the downtown area make a business.
- Storefronts displayed; new growth same character design.
- Sub Shop
- Senior Center
- Feel of original buildings
- Like the new street lights
- Historic look; vacant buildings filled
- No need to change
- Keep the local merchants that bring flavor to Harrington such as the Bakery, Florist, Clutter Box, Happy Tails, Antique shop, etc. Get rid of the businesses that discredit the town as mentioned above. And close down the new drug rehab place!
- More variety/convenient parking.
- Keep the lights - new fixtures look nice. Add hours to present downtown businesses.
- Let's fill these buildings we have empty and PRETTY up our neighborhood. Let's offer some amazing things through the holidays like Berlin does in their downtown area. Our downtown is SMALL we have to make people want to stop in.
- Keep small atmosphere; more businesses.
- I would keep as much of the historic feel to the downtown, to include Clark Street and Commerce Street - this includes housing.
- I loved when Taylor's Hardware was downtown. The place was hopping with customers and you were just a hop skip and a jump away if you needed something quick.
- Keep the same - the small town feeling, historical and the post office. Change - upkeep on the buildings must improve. Need eateries, bakeries, tea/coffee shops.
- Not sure

Q18. Responses Continued:

- Keep friendly local business owners. Get rid of Stones.
- Keep small town atmosphere and lose vacant buildings.
- Nothing is more beautiful than Commerce Street at Christmas. Add a gym. Encourage professional services to have offices downtown. That would attract a base of people who have jobs, and then when stores open they would have a customer base.
- Better Christmas decorations, more police patrols for tractor trailers driving illegally on road.
- Charm of downtown-keep more retail to create a walking day of events for many.
- DO NOT change the historical features but build around the appearance of empty buildings.
- Keep the charm of downtown. Get rid of vacant buildings downtown. Have a boutique downtown.
- I like the look of the shops along Commerce Street. The unattractive area and homes along the railroad tracks.
- Keep: small shops. Change: road width.
- I like the attractive window displays from businesses that are DT and I think we need more variety of businesses DT. I think we need a business association that is active and focused on business not politics.
- Keep the hometown feel, but improve the overall appearance.
- Keep the same: local businesses. Change: parking.
- Def keep the small town feel but would make sure to fix up the old buildings. Condemned buildings look bad and make Harrington look poor.
- The traffic's not bad, but it isn't a good place to be at night.
- I love the small town feel, locally owned business, municipal interaction with residents (police night out, etc). The only thing I would change is the lack of activity for teens. My son used to love going to united at the church, he wanted something along those lines. The issues that continually happened there would be the one thing I would like changed.
- Definitely keep the "small town vibe". That's always so impressive, esp as a town develops. Change building appearances, perhaps a local artist could help with that area. Signage, building front ideas, etc.
- Keep the improved street lights. Expand the street to complete Commerce Street and incorporate Clark Street.
- Same-the great Antique and Floral Shop, and the banks. Different-everything else.
- I would like to see more attractive landscapes and a variety of interesting and unique businesses as well as a .
- The 2 antique shows are great and so is the flower/bake shop. Naturally the banks and post office are great but that is all there is.
- Friendly people
- Freedom Park & the Museum are both very nice. I would change the look and atmosphere of Stone's - eliminate the liquor store. People actually ride their lawnmowers to the liquor store! I wonder what visitors think of that!

Q19. Do you have any other ideas that you feel would help attract residents, businesses, and visitors to downtown Harrington?

Answered: 31 Skipped: 59

Responses:

- Use the grassy lot at the corner of Clark & Commerce as a small park with benches, flowers, flags, an elevated platform, etc. as a meeting place, drink coffee, eat lunch, read a book, and more.
- I don't know what the financial situation is in Harrington but I do know from many senior residents that they feel that the taxes are too high, and the sewer and water is not fair. I agree if what I was told by City Hall that the sewer was calculated on the amount of water used, which they took 2x the water bill and made that the amount for the sewer because there are no meters for the sewer. Seniors have a hard time because of the high tax and the unfair water bills.
- Longer business hours, maybe some Sunday hours and another good business besides what is already there.
- Events and things to draw them.
- More shops.
- Allow zoning of some of the vacant houses on Clark Street and Commerce Street to be businesses. So many small businesses would thrive if given the opportunity to be embraced by a small town.
- Family oriented - parks and picnic area.
- Let's get a committee together of an array of age groups: people with kids and without.
- More word of mouth advertising

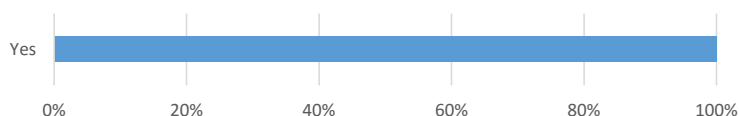


#### Q19. Responses Continued:

- We need to get rid of the convenience store across from the post office. It can build where Jays Market was, near WT Chipman to serve that part of the community. It can be far for those people to walk to the shopping centers on the highway. This store would supply a deli and a convenient shopping choice. Stones needs to go! It has always been an eyesore and an embarrassment to Harrington. Once that building is torn down a nicer facility can be constructed to house a nice/upscale eatery/pub with parking. The closed sub shop near Nationwide could become a specialty coffee/tea/bakery, but would need to use the parking lot across the street. The antique stores are nice and draw people who would hopefully eat at some of my previously listed eateries. Some of the remaining buildings may need to have some work done on them in order to draw business on the street level for shoppers and professional businesses on the upper floors. This small, intense shopping area can become a highly positive influence on Harrington.
- Not sure.
- Create a rail with trail for bikes and pedestrians that connects to other towns along the rail road.
- Local family owned businesses.
- A unique venue.
- On the right track with movies and events downtown.
- Fix up the existing buildings and encourage new businesses.
- More stores. Increased variety of merchandise.
- More enforcement with empty buildings that are going to ruin all over town. You may start to get the downtown looking ok but once they leave that area the rest of the city is NOT attractive with empty housing.
- I feel having a historic district that extends one block past the Methodist church on Commerce Street would help make the area more attractive and bring the history of Harrington to life.
- I wish businesses would band together to promote doing business in Harrington.
- Offer more modern ideas without losing the small town feel, keep the community involved.
- Variety in stores, lots of knick knack stores and they're not that widely appealing.
- We absolutely need a park with a playground for the kids. Even if it's small, it would be great.
- Keep the small town feel, but make it aesthetically pleasing and easy to get to.
- I don't know.
- I'd like to know how many towns have done this and are successful 3, 5 yrs down the road. What did they do? How have they maintained it?
- Less city government restrictions to make it more desirable to move, work and build a business in town.
- Having some type of gimmick, ie. Milford has the river walk and Georgetown has the circle. Harrington needs something to set it apart and make it special.
- I think one of the main things that needs to be be done is to clean up the entire town. I think there are codes on the books for type of furniture on porches, junk piled in yards, cars sitting in yards that don't run. I also think landlords need to improve rentals. Many are in need of repairs and I have a feeling many are not up to codes.
- I wish i did.
- The train station is a terrible eyesore-fix it and paint it! Fix Railroad Avenue along the fence - parking is a mess! No loitering on street corners and in front of businesses.

#### Q20. I have completed the Resident/Visitor section of the survey.

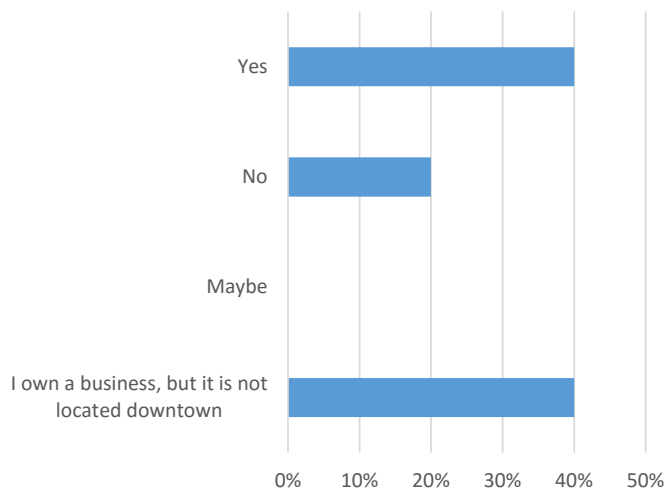
Answered: 74 Skipped: 16



Answer Choices	Responses	
Yes	100.00%	74

## Q21.If you own a business downtown, do you have a need to expand?

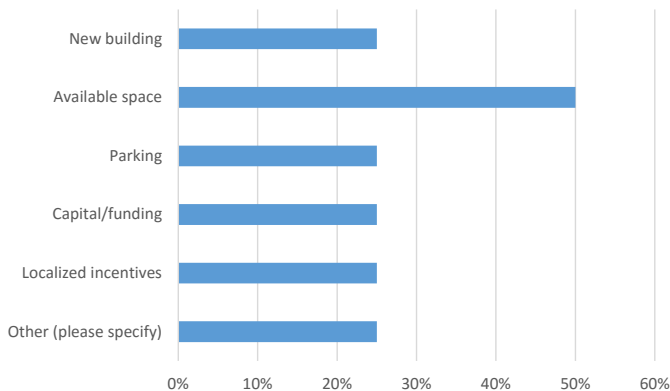
Answered: 5 Skipped: 85



Answer Choices	Responses	
Yes	40.00%	2
No	20.00%	1
Maybe	0.00%	0
I own a business, but it is not located downtown	40.00%	2

## Q22.What would you need to expand your business downtown?

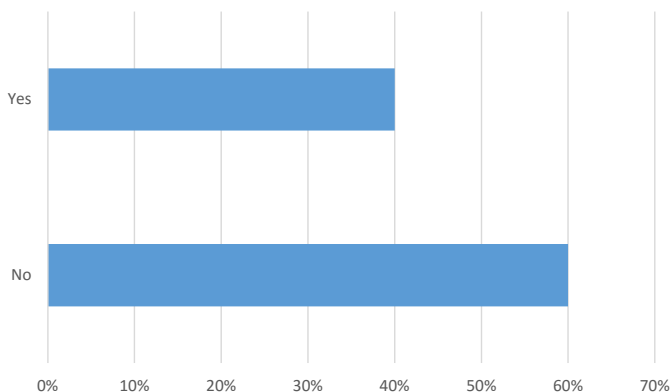
Answered: 4 Skipped: 86



Answer Choices	Responses	
New building	25.00%	1
Available space	50.00%	2
Parking	25.00%	1
Capital/funding	25.00%	1
Localized incentives	25.00%	1
Other (please specify)	25.00%	1
Write-Ins:		
● None		

## Q23.Are you committed to keeping your business downtown?

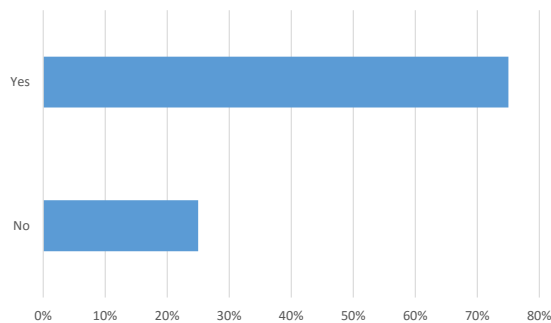
Answered: 5 Skipped: 85



Answer Choices	Responses	
Yes	40.00%	2
No	60.00%	3
Comments:		
● taxes taxes taxes		

## Q24. Would you be interested in a downtown incentive/discount program?

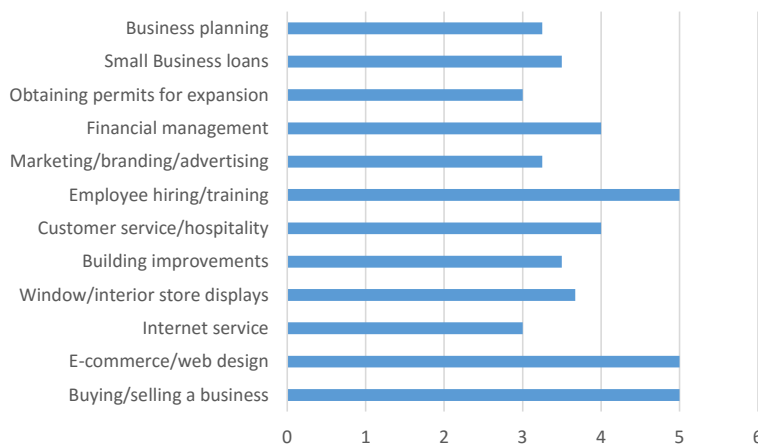
Answered: 4 Skipped: 86



Answer Choices	Responses	
Yes	75.00%	3
No	25.00%	1

## Q25. If programs were available, could your business use information on or assistance with the following topics?

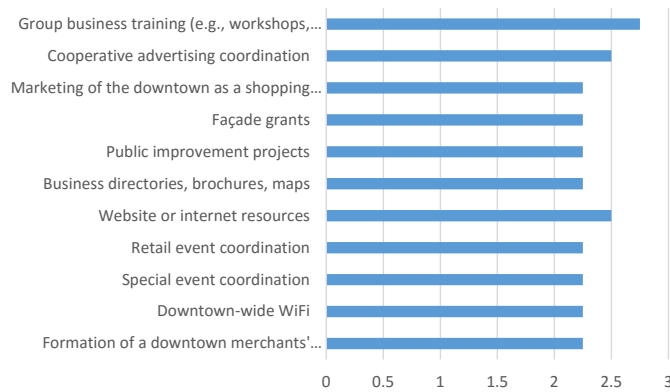
Answered: 4 Skipped: 86



	Definitely	Probably	Unsure	Probably Not	Definitely Not	Total	Weighted Average
Business planning	25.00%/1	25.00%/1	0.00%/0	0.00%/0	50.00%/2	4	3.25
Small Business loans	25.00%/1	0.00%/0	25.00%/1	0.00%/0	50.00%/2	4	3.50
Obtaining permits for expansion	33.33%/1	0.00%/0	33.33%/1	0.00%/0	33.33%/1	3	3.00
Financial management	0.00%/0	33.33%/1	0.00%/0	0.00%/0	66.67%/2	3	4.00
Marketing/branding/advertising	25.00%/1	25.00%/1	0.00%/0	0.00%/0	50.00%/2	4	3.25
Employee hiring/training	0.00%/0	0.00%/0	0.00%/0	0.00%/0	100.0%/4	4	5.00
Customer service/hospitality	0.00%/0	33.33%/1	0.00%/0	0.00%/0	66.67%/2	3	4.00
Building improvements	25.00%/1	0.00%/0	25.00%/1	0.00%/0	50.00%/2	4	3.50
Window/interior store displays	33.33%/1	0.00%/0	0.00%/0	0.00%/0	66.67%/2	3	3.67
Internet service	50.00%/2	0.00%/0	0.00%/0	0.00%/0	50.00%/2	4	3.00
E-commerce/web design	0.00%/0	0.00%/0	0.00%/0	0.00%/0	100.0%/3	3	5.00
Buying/selling a business	0.005/0	0.00%/0	0.00%/0	0.00%/0	100.0%/3	3	5.00
Comment:	Harrington can't handle their own issues sure don't know how to run a business.						

## Q26. How useful to your business are/could be the following services?

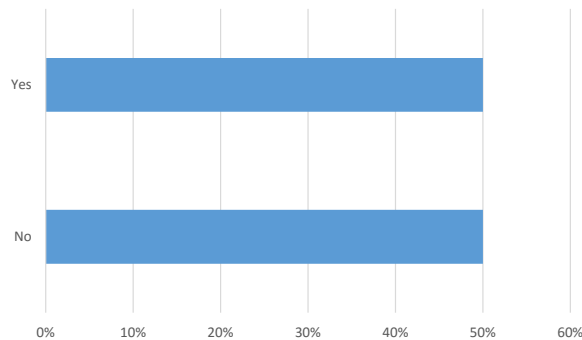
Answered: 4 Skipped: 86



	Very Useful	Useful	Useless	Don't Know	Total	Weighted Average
Group business training (e.g., workshops, speakers)	0.00% 0	25.00% 1	75.00% 3	0.00% 0	4	2.75
Cooperative advertising coordination	0.00% 0	50.00% 2	50.00% 2	0.00% 0	4	2.50
Marketing of the downtown as a shopping destination	25.00% 1	25.00% 1	50.00% 2	0.00% 0	4	2.25
Façade grants	25.00% 1	25.00% 1	50.00% 2	0.00% 0	4	2.25
Public improvement projects	25.00% 1	25.00% 1	50.00% 2	0.00% 0	4	2.25
Business directories, brochures, maps	25.00% 1	25.00% 1	50.00% 2	0.00% 0	4	2.25
Website or internet resources	0.00% 0	50.00% 2	50.00% 2	0.00% 0	4	2.50
Retail event coordination	25.00% 1	25.00% 1	50.00% 2	0.00% 0	4	2.25
Special event coordination	25.00% 1	25.00% 1	50.00% 2	0.00% 0	4	2.25
Downtown-wide WiFi	25.00% 1	25.00% 1	50.00% 2	0.00% 0	4	2.25
Formation of a downtown merchants' association	25.00% 1	25.00% 1	50.00% 2	0.00% 0	4	2.25

### Q27.If financial assistance were available, would you consider building improvements such as facade work or new signage?

Answered: 4 Skipped: 86



Answer Choices	Responses	
Yes	50.00%	2
No	50.00%	2

### Q28.What are your business' busiest and slowest months?

Answered: 3 Skipped: 87

Busiest Month(s)	Slowest Month(s)
<ul style="list-style-type: none"> <li>April thru December</li> <li>March - October</li> <li>June, July, August</li> </ul>	<ul style="list-style-type: none"> <li>January thru March</li> <li>November - February</li> <li>December</li> </ul>

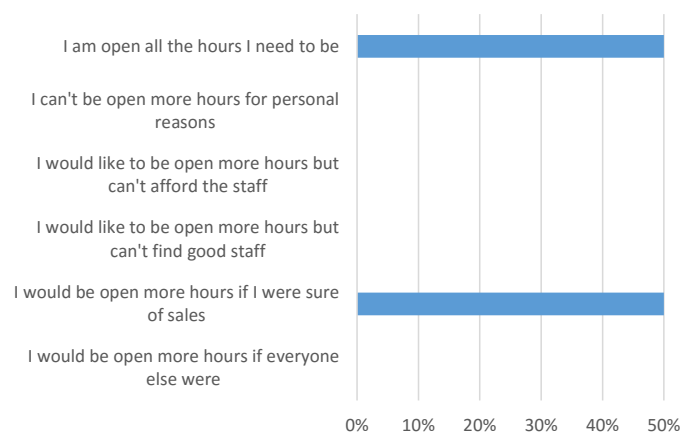
### Q29.What are your business' hours of operation for both your busiest and slowest months?

Answered: 2 Skipped: 88

Busiest Month(s)	Slowest Month(s)
<ul style="list-style-type: none"> <li>10:30 / 5</li> <li>9:00am to 6:00pm</li> </ul>	<ul style="list-style-type: none"> <li>10:30 / 5</li> <li>9:00am to 6:00pm</li> </ul>

### Q30.What are your thoughts on store hours?

Answered: 4 Skipped: 86

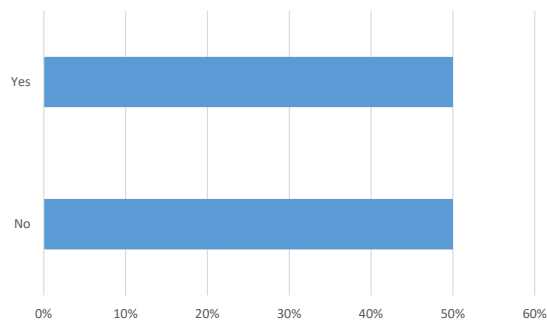


Answer Choices	Responses	
I am open all the hours I need to be	50.00%	2
I can't be open more hours for personal reasons	0.00%	0
I would like to be open more hours but can't afford the staff	0.00%	0
I would like to be open more hours but can't find good staff	0.00%	0
I would be open more hours if I were sure of sales	50.00%	2
I would be open more hours if everyone else were	0.00%	0



### Q31. Would you be interested in expanding your hours for special events?

Answered: 4 Skipped: 86



Answer Choices	Responses	
Yes	50.00%	2
No	50.00%	2

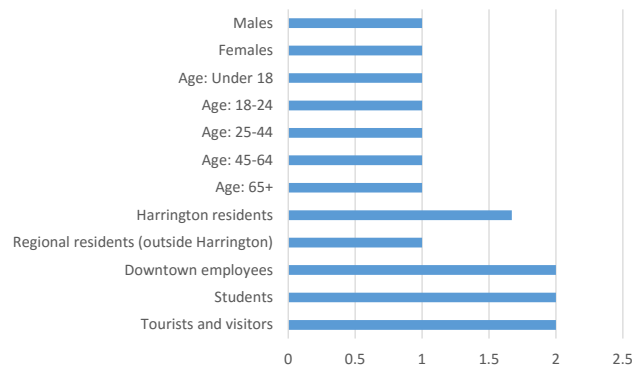
### Q32. How many people, including owners, does your business employ in each of the following categories?

Answered: 2 Skipped: 88

Full time (32 or more hours per week) year-round	Part time, year-round	Seasonal
<ul style="list-style-type: none"> <li>2</li> <li>4</li> </ul>	<ul style="list-style-type: none"> <li>2</li> </ul>	<ul style="list-style-type: none"> <li>2</li> </ul>

### Q33. How important are the following consumer segments to your business?

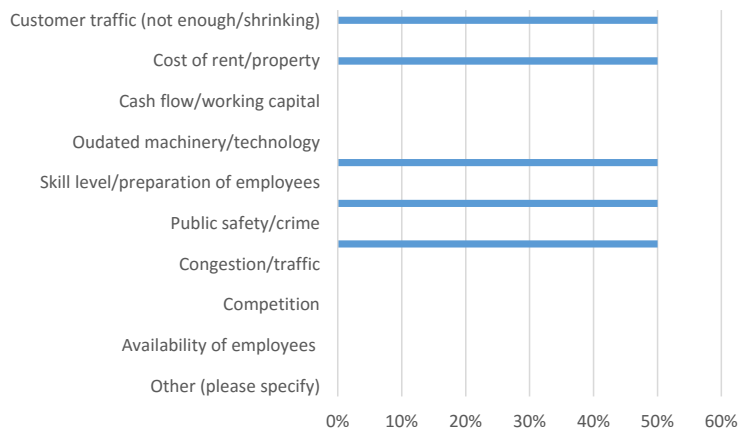
Answered: 3 Skipped: 87



	Very important	Important	Not important	Not sure	Total	Weighted Avg.
Males	100.00%/2	0.00%/0	0.00%/0	0.00%/0	2	1.00
Females	100.00%/2	0.00%/0	0.00%/0	0.00%/0	2	1.00
Age: Under 18	100.00%/2	0.00%/0	0.00%/0	0.00%/0	2	1.00
Age: 18-24	100.00%/2	0.00%/0	0.00%/0	0.00%/0	2	1.00
Age: 25-44	100.00%/2	0.00%/0	0.00%/0	0.00%/0	2	1.00
Age: 45-64	100.00%/1	0.00%/0	0.00%/0	0.00%/0	1	1.00
Age: 65+	100.00%/1	0.00%/0	0.00%/0	0.00%/0	1	1.00
Harrington residents	66.67%/2	0.00%/0	33.33%/1	0.00%/0	3	1.67
Regional residents (outside Harrington)	100.00%/2	0.00%/0	0.00%/0	0.00%/0	2	1.00
Downtown employees	50.00%/1	0.00%/0	50.00%/1	0.00%/0	2	2.00
Students	33.33%/1	33.33%/1	33.33%/1	0.00%/0	3	2.00
Tourists and visitors	50.00%/1	0.00%/0	50.00%/1	0.00%/0	2	2.00

### Q34. What are some of the major barriers or obstacles facing your business today?

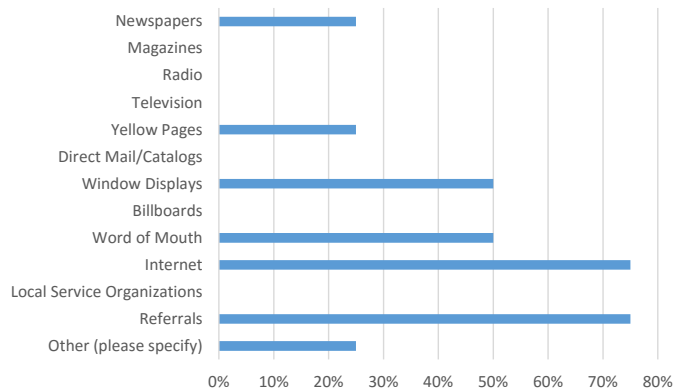
Answered: 2 Skipped: 88



Answer Choice	Responses	
Customer traffic (not enough/shrinking)	50.00%	1
Property improvements (e.g., facade)	0.00%	0
Cost of rent/property	50.00%	1
Availability of telecommunications services	0.00%	0
Cash flow/working capital	0.00%	0
General operating costs	0.00%	0
Outdated machinery/technology	0.00%	0
City/County/State codes or regulations	50.00%	1
Skill level/preparation of employees	0.00%	0
Current economic conditions	50.00%	1
Public safety/crime	0.00%	0
Parking	50.00%	1
Congestion/traffic	0.00%	0
Payroll costs	0.00%	0
Competition	0.00%	0
Insurance costs	0.00%	0
Availability of employees	0.00%	0
Computer/technology issues	0.00%	0
Other (please specify)	0.00%	0

### Q35.How do you reach potential customers?

Answered: 4 Skipped: 86



Answer Choices	Responses	
Newspapers	25.00%	1
Magazines	0.00%	0
Radio	0.00%	0
Television	0.00%	0
Yellow Pages	25.00%	1
Direct Mail/Catalogs	0.00%	0
Window Displays	50.00%	2
Billboards	0.00%	0
Word of Mouth	50.00%	2
Internet	75.00%	3
Local Service Organizations	0.00%	0
Referrals	75.00%	3
Other (please specify)	25%	1
Write-Ins:	Signs	

### Q36.Home Zip Code

Answered: 75 Skipped: 15

Zip Code	City/Town	No. Responses	Zip Code	City/Town	No. Responses
19952	Harrington, DE	50	19943	Felton, DE	7
19904	Dover, DE	3	19963	Milford, DE	3
19901	Dover, DE	2	19947	Georgetown, DE	1
19950	Greenwood, DE	1	19954	Houston, DE	1
19960	Lincoln, DE	1	19709	Middletown, DE	1
19801	Wilmington, DE	1	19806	Wilmington, DE	1
21875	Delmar, MD	1			

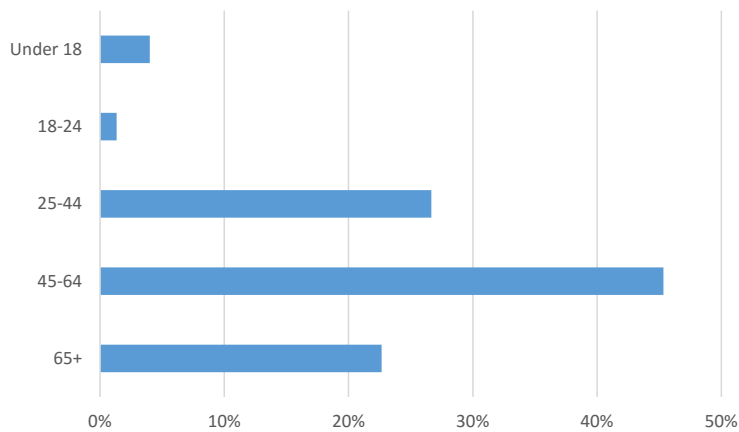
### Q37. Work Zip Code

Answered: 53 Skipped: 37

Zip Code	City/Town	No. Responses	Zip Code	City/Town	No. Responses
19952	Harrington, DE	19	19901	Dover, DE	6
19963	Milford, DE	4	19904	Dover, DE	3
19943	Felton, DE	3	19933	Bridgeville, DE	1
19934	Camden-Wyoming, DE	1	19903	Dover, DE	1
19702	Newark, DE	1	19971	Rehoboth, DE	1
19801	Wilmington, DE	1	20658	Marburg, MD	1
21801	Salisbury, MD	1	n/a	Retired	7

### Q38. Age

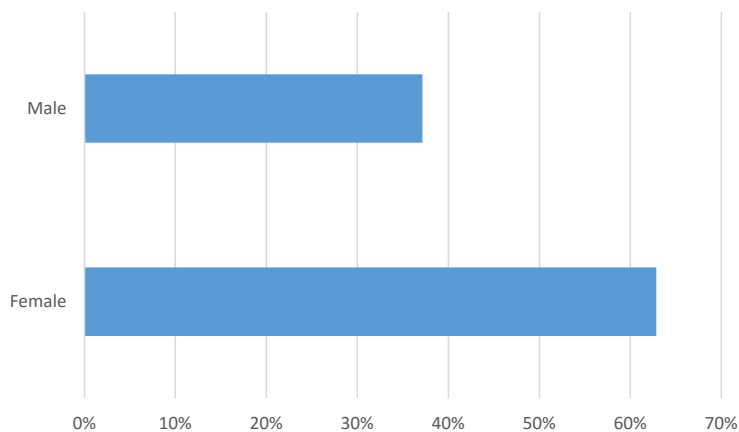
Answered: 75 Skipped: 15



Answer Choices	Responses	
Under 18	4.00%	3
18-24	1.33%	1
25-44	26.67%	20
45-64	45.33%	34
65+	22.67%	17

### Q39. Gender

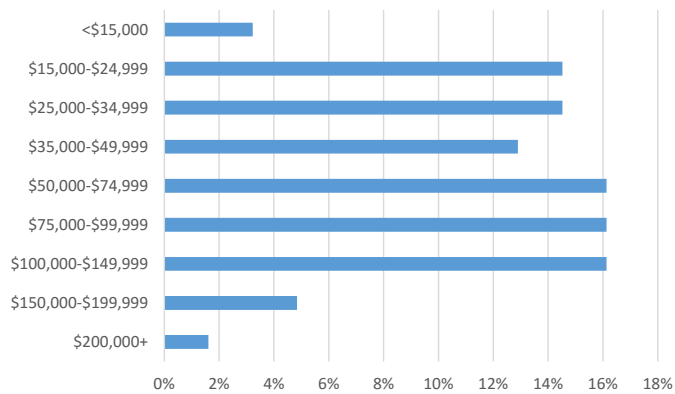
Answered: 70 Skipped: 20



Answer Choices	Responses	
Male	37.14%	26
Female	62.86%	44

## Q40. Household's Annual Income

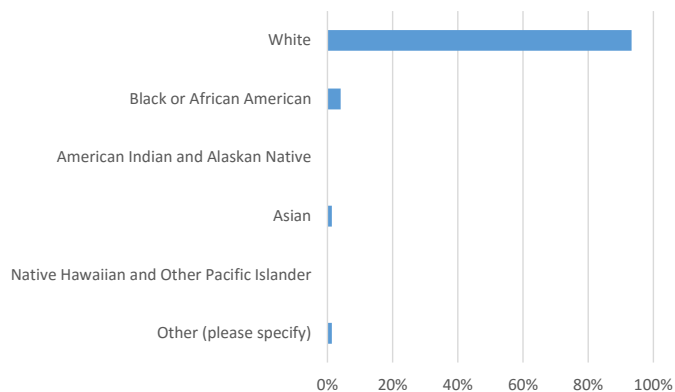
Answered: 62 Skipped: 28



Answer Choices	Responses	
< \$15,000	3.23%	2
\$15,000-\$24,999	14.52%	9
\$25,000-\$34,999	14.52%	9
\$35,000-\$49,999	12.90%	8
\$50,000-\$74,999	16.13%	10
\$75,000-\$99,999	16.13%	10
\$100,000-\$149,999	16.13%	10
\$150,000-\$199,999	4.84%	3
\$200,000+	1.61%	1

## Q41. Race

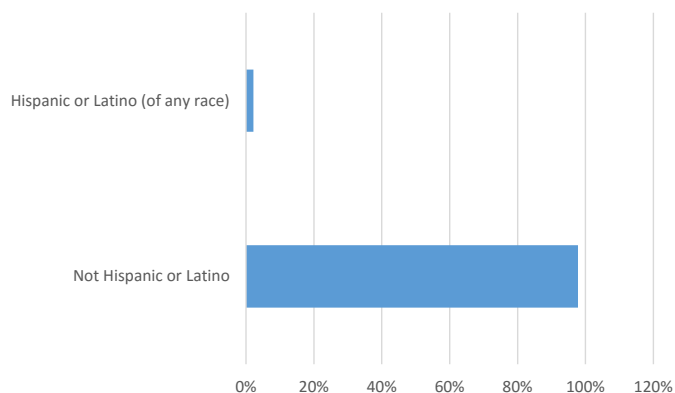
Answered: 75 Skipped: 15



Answer Choices	Responses	
White	93.33%	70
Black or African American	4.00%	3
American Indian & Alaskan Native	0.00%	0
Asian	1.33%	1
Native Hawaiian & Other Pacific Islander	0.00%	0
Other (please specify)	1.33%	1
Write-In: White and African American, you should really let people choose two or more races		

## Q42. Hispanic Origin

Answered: 45 Skipped: 45



Answer Choices	Responses	
Hispanic or Latino (of any race)	2.22%	1
Not Hispanic or Latino	97.78%	44



News Articles:

The Journal - February 3, 2016  
The Journal - February 10, 2016  
The Journal - April 6, 2016  
The Journal - April 20, 2016

THE JOURNAL  
FEBRUARY 3, 2016

## Harrington seeks input on downtown

The Journal

**HARRINGTON** — Visitors and residents alike can easily see that Harrington is "the hub of Delaware" upon entering the city.

Officials hope to make that statement true once more by requesting input as a part of \$40,000 grant received to develop a Downtown Development District Plan, according to City Manager Terry Tleman.

"The city of Harrington has long been an important commercial, agricultural and entertainment hub in Delaware," according to city officials. "The downtown has a variety of small-scale businesses including retail, banks, and professional and general services. The city is starting to see a redevelopment trend occur in the downtown. Harrington desires to continue stimulating development and build upon recent successes."

Officials say the district plan will:

- Unite business, government, and citizens to attain common goals.
- Coordinate economic and marketing efforts with State and County Economic Development offices as well as the Central Chamber of Commerce.
- Articulate and illustrate the shared vision and strategies.
- Assess assets and opportuni-



ties to capitalize on, as well as obstacles to overcome.

- Identify a priority project to be a focal point and anchor other redevelopment efforts.
- Be a promotional tool to share with potential investors.
- Assist in marketing walkability and community events with local merchants.

An online survey is currently being conducted on the frequency and purpose of consumer activity in the Harrington area, the demand for new and expanded commercial offerings, the factors that influence local con-

sumer shopping decisions and the needs of local business owners and operators. The results of this survey will help identify current and future market opportunities in the Harrington area in attracting businesses that consumers want and need, as well as needs of business owners and operators, according to officials.

Current residents, tenants, visitors, patrons of Harrington area businesses and business owners or operators are asked to participate in the survey which can be found online at [harrington.delaware.gov](http://harrington.delaware.gov) or in City Hall.

## Harrington Parks & Recreation news

Program registrations can be taken during regular business hours, Mondays through Thursdays 8 a.m. to 4 p.m. and on Fridays from 8 a.m. to noon.

The drop box may be used to register any evening; HPR is open from 3:30-7 p.m. Harrington Parks & Recreation is located at 114 East Liberty St. For more information, call 398-975 or visit [hprnews.com](http://hprnews.com).

### American Legion Breakfast

Join Harrington Parks and Recreation at the American Legion for breakfast from 8-11 a.m. Sunday, Feb. 28. Adult tickets are \$7.

### Golf Tournament

The annual Golf Tournament will be held on Friday, May 20 at Jonathan's Landing Golf Course. Registration is limited to the first 15 teams. The cost is \$300 per foursome. Deadline for entry is May 13. The fee includes golf, cart, open range and luncheon. Awards, prizes and luncheon will take place after play. For more information or to register, contact Bill Palasco at 398-975 x103.

### Heritage Day

Harrington Heritage Day will be held Saturday, Aug. 27. Vendor registrations are now being accepted. Space is limited and early registration is strongly suggested. Heritage Day will include exhibitors and vendors, antique tractors, antique autos, model airplanes, petting zoo, inflatables and live entertainment.

### Adult Fitness

The center will be open to adults during business hours. Treadmills, universal weights, nautilus, elliptical, stair steppers and exercise bikes are available for use. Registration forms and a valid ID are needed prior to use. Registration is \$50 for individuals or \$75 per couple.

### Spring sports offered

The registration deadline for Tot Soccer (ages 2 & 3) through the U12 age division is Friday, Feb. 26. It costs \$65 for the first player in a family, \$55 for the second and \$45 for additional family members. Tot soccer is \$40.

For more offerings, contact the Harrington Parks & Recreation Department.

## Harrington Public Library news and events

The library is open Monday, Wednesday, and Friday from 10 a.m. to 6 p.m. and from 11:30 a.m. to 3 p.m. on Tuesdays and Thursdays. The library is open Saturdays from 10 a.m. to 2 p.m. For more information, call 398-4647 or stop in at 110 Center St. in Harrington.

### Groundhog's Day-Storytime

Wednesday, Feb. 3 at 10:45 a.m. Storytime is held every Wednesday. This program is geared towards preschool age children and below. New stories and crafts each week. For groups larger than 10, sign up in advance.

### Minecraft Club

Wednesday, Feb. 3 at 3:30 p.m. Come to the library to play minecraft with friends. Laptops will be in the back room for game play. Children must be over 10 years of age and must sign up to participate.

### 'Goosebumps' Movies

Thursday, Feb. 4 at 6 p.m. Come to the library to see the new "Goosebumps" movie starring Jack Black. The movies will be shown in the library's back room, so it's like a Drive In, minus the bugs and discomfort-

## Library Corner

able car seats. Free refreshments will be served during the movies. Space is limited, sign up in advance.

### Baby and Me Storytime

Saturday, Feb. 6 at 10:30 a.m. For birth to 24 months. Sponsored by the Harrington Public Library and the Lake Forest Readiness Team. Presented by former HPL Children's Librarian Marie Cunningham.

### Computer Help Lab

Monday, Feb. 8 at noon. Basic computer class. Space is limited; sign up at the front desk.

### Minecraft Club

Monday, Feb. 8 at 3:30 p.m. Come to the library to play minecraft with friends. Laptops will be in the back room for game play. Children must be over 10 years of age and must sign up to participate.

### Valentine's Day-Storytime

Wednesday, Feb. 10 at 10:45 a.m. Storytime every Wednesday. This

program is geared towards preschool age children and below. Each week we read new stories and make fun crafts. For groups larger than 10, sign up in advance.

### Minecraft Club

Wednesday, Feb. 10 at 3:30 p.m. Come to the library to play minecraft with friends. Laptops will be in the back room for game play. Children must be over 10 years of age and must sign up to participate.

### Family Fun Night and Reading to the Dogs

Thursday, Feb. 11 at 6 p.m. Come to the free craft night provided by the Polytech Parents as Teachers Group. There is also a free reading program to help improve your child's reading skills. Meet the volunteer dogs. They love to be read too.

### Baby and Me Storytime

Saturday, Feb. 13 at 10:30 a.m. For birth to 24 months. Sponsored by the Harrington Public Library and the Lake Forest Readiness Team. Presented by former HPL Children's Librarian Marie Cunningham.



THE JOURNAL  
FEBRUARY 10, 2016

# Love Your Downtown event a 'success'



The Journal/Jennifer Antonik  
Project Manager Debbie Pfel, Project Lead Lauren Good and City Manager Terry Tieman enjoy the winnings of Rev. Larry Jameson of Asbury United Methodist Church in Harrison from the Love Your Downtown event Friday, Feb. 12. See more on page 5.



THE JOURNAL  
FEBRUARY 10, 2016



The Journal/Jennifer Asentonik  
Local business owners and regulars share a picture at the end of the Love Your Downtown event. From left to right: Harrington City Councilmember Kenny Stubbs, Robbin Stubbs, Ava Grace Lahman, Frank Tolson, Cheryl Lahman, Jack Stewart and LeRoy Lahman.

## Harrington hosts Love Your Downtown



Special to The Journal  
Harrington City Manager Terry Tieman, pictured in the middle, says, "We call this event a success. This [event] could be the very beginnings of a downtown group of businesses and people dedicated to growing Harrington." Pictured from front to back: Harrington Administrative Assistants Joyce Wicks and Beverley Ireland, City Manager Terry Tieman, KCI Project Lead Lauren Good and KCI Project Manager Debbie Pfeil.



THE JOURNAL  
APRIL 6, 2016

## Harrington to unveil downtown development plan

The Journal

**HARRINGTON** — The city of Harrington will present a plan focusing on economic development for its downtown area this month after months of planning and anticipation.

City Manager Teresa Tieman said, "It is our goal to improve our commercial vitality, stimulate job growth and build a more diverse array of businesses in our downtown area. Our mayor and city council would also like to see a stable community of long-term residents, increased home ownership and reduced vacant buildings in our downtown area."

In order to accomplish these goals, Harrington has developed a plan with input from stakeholders. Funding for the plan came from the State of Delaware's Neighborhood Building Blocks Grant in 2015.

The unveiling is scheduled for April 14 at 6:30 p.m. at the Price Community Center. Included in the plan are shared visions for the downtown area, economic development incentives and strategies to stimulate growth and development.

The public is strongly encouraged to attend this important meeting. The draft plan will be available for review and public comment from April 15 through May 19. Copies of the plan may be viewed at city hall, the Harrington Public Library and online.

## Harrington Public Library News and Events

### National Library

#### Week Writing Challenge

Submit a creative expression for a chance to win \$25 from Amazon. com! Submissions may be a short story, essay, or poem.

All entries should be 500 words or less. A winning entry will best exemplify how the Harrington Public Library changed your life or made it better.

All participants will receive a tote bag, but only one person will take the grand prize in each category. There are three categories: Elementary Group, grades 1-5; Teen Group, grades 6-12; and the Adult Group. Submit your entry to [harrington.library@lib.de.us](mailto:harrington.library@lib.de.us) or on paper to the front desk no later than April 11.

The winners will be announced and celebrated at 4 p.m. April 15.

#### Baby Animals-Storytime

Wednesday, April 6 at 10:45 a.m. Storytime every Wednesday. This program is geared towards preschool age children and below. Each week read new stories and make fun crafts. For groups larger than 10, sign up in advance.

#### Baby and Me Storytime

Saturday, April 9 at 10:30 a.m. For birth to 24 months. Sponsored by the Harrington Public Library and the Lake Forest Readiness Team. Presented by former HPL Children's Librarian Marie Cunningham.

### Library Corner

#### Computer Help Lab

Monday, April 11 at noon. Basic Computer Class. Space is limited; sign up at the front desk.

#### Minecraft Club

Monday, April 11 at 3:30 p.m. Come to the library to play minecraft with friends. Laptops will be set up in the back room for game play. Children must be between 10 years of age through eight grade. A first come, first serve basis with the laptops.

#### Life-Sized Pac-Man for Teens

Tuesday, April 12 at 6 p.m. For children in sixth grade through 12th grade, come and participate in a life-sized Pac-Man. The idea is to play a game of Pac-Man in real life, using the kids as the players. You must sign up to participate; space is limited. Call 398-4647.

#### Library Themed-Storytime

Wednesday, April 13 at 10:45 a.m. Storytime every Wednesday. This program is geared towards preschool age children and below. Each week read new stories and make fun crafts. For groups larger than 10, sign up in advance.

#### Minecraft Club

Wednesday, April 13 at 3:30 p.m.

Come to the craft with friends set up in the play. Children of all ages of age 10 and under first come, first serve basis.

#### Magician Mike fun night, Friday

Thursday, April 14 at 7 p.m. see a magic show by magician Mike. Craft night for Parents as Teachers. A free reading program. Also get to meet the author. They love to read.

#### National Library Writing Contest

Friday, April 15 at 4 p.m. announced.

#### Computer Class

Monday, April 18 at 10 a.m. Computer Class sign up at the front desk.

#### Minecraft Club

Monday, April 18 at 3:30 p.m. Come to the library to play minecraft with friends. Children must be between 10 years of age through eight grade. A first serve basis.

## Harrington Parks and Recs News and Events

Program registrations can be taken during regular business hours, Mondays through Thursdays 8 a.m. to 4 p.m. and on Fridays from 8 a.m. to noon.

The drop box may be used to register any evening; HPR is open from 5:30-7 p.m. Harrington Parks & Recreation is located at 114 East Liberty St. For more information, call 398-7975 or visit [hprnews.com](http://hprnews.com).

### Heritage Day

Harrington Heritage Day is August 27. Vendor registrations are now being accepted. Spaces are open to craft and food vendors, and information booths. Space is extremely limited and early registration is strongly suggested.

Many exhibits and vendors will be available such as antique tractors, antique autos, model airplanes, a petting zoo, inflatables and live entertainment. New ideas

### Notes and News from Harrington Parks and Recreation

#### Golf Tournament

The annual Golf Tournament will be held on Friday, May 20 at Jonathan's Landing Golf Course. Registration is limited to the first 25 teams. The cost is \$300 per foursome. Deadline for entry is May 13. The fee includes golf, cart, open range and luncheon. Awards, prizes and luncheon will take place after play. For more information or to register, contact Bill Falasco at 398-7975 x 103.

#### Pop Warner Football, Cheer

Pop Warner Football and Cheer Signups will be on Saturday, April 9 from 10-12 p.m. at the Recreation Center. Bring your child's birth certificate and a photo ID. And, you also need to fill out the following forms

sent Form, Permission and Waiver Form, and Medical History Form. Beginning July 1, we will need a copy of your physical, the fourth marking period report card and payment.

#### Adult Fitness

The center will be open to adults during business hours. Treadmills, universal weights, nautilus, elliptical, stair steppers and exercise bikes are available for use. Registration forms and a valid ID are needed prior to use. Registration is \$50 for individuals or \$75 per couple.

#### Tennis

We are now accepting registrations for our tennis program. This is offered for children from 7 to 13 years old. Classes will be held at the Lake Forest High School Tennis Courts on Mondays & Wednesdays beginning the end May for four weeks. The cost is \$50 per person. If you need to order a racket there is an additional \$15 charge. Registration

#### Basic Tum and Gymnastics

Registration and gymnas program is for 4 years old and registered program in April. We will teach tumbling, jumps, cost is \$60 at the HPR.

#### Ladies Fit

This class and run the from 9:45-10. Each class is \$35 up front.

#### Help the Fire Center and

You can help you wish to collection.



THE JOURNAL  
APRIL 20, 2016

# Harrington prepares to develop downtown area

Town to apply for  
state Downtown  
Development  
District designation

By Jennifer Antonik  
The Journal

HARRINGTON — With an application ready to submit, Harrington hopes to earn the designation of having a Downtown Development District given by the state of Delaware after Governor Jack Markell announced an expansion to the program in March.

"Delaware's downtowns are drivers of economic growth and prosperity, and this program has proven that a small amount of state support can catalyze major private investment to energize these key areas," Governor Markell said. "We look forward to building on the program's success, and supporting more investment."

Areas in Seaford, Dover and Wilmington were selected last year and have already realized \$9.7 million in grant funding and more than \$160 million of private investment, according to the governor.

Each designation last for 10 years with the opportunity for an additional five-year extension, according to KCI Project Manager Debbie Pfeil.

With a population below 9,000, Ms. Pfeil said Harrington is eligible to include up to 85 acres in the application due June 1 along with a resolution passed by city council members supporting the process.

The application will be evaluated based on the need and impact of the district designation, quality of the district plan and quality of the local incentives offered by the city.

The city of Harrington already offers several incentives, including a downtown revitalization area tax incentive program, an expedited review process, sewer and water impact fee calculations and site plan extensions and is currently working towards a first-time home buyer realty transfer tax exemption, according to Ms. Pfeil.

Proposed incentives include a sewer impact fee reduction, job creation, new business license fee wavi-



The city of Harrington hopes to be included in the next round of Downtown Development District designations, each lasting at least 10 years. This map of the proposed district area includes many areas of what is currently already known as the downtown part of Harrington.

er and first-time home buyer tax abatement to name a few.

The application process should be an easy one this year, city officials say, thanks to a recently updated comprehensive plan and other existing documents like a healthy community action plan, zoning regulations and strategies for state policies and spending.

The Downtown Development District Plan is currently available on the city website for review by the public and will remain available until May 9. Officials hope to have the public hearing and city council process finished and adopted by May 16. News Editor Jennifer Antonik can be reached at [janlonik@newszap.com](mailto:janlonik@newszap.com) or 302-422-1200.

Special to The Journal

### Letters of Support:

State Senator F. Gary Simpson, 18th District  
State Representative William R. “Bobby” Outten, 30th District  
LeFeisha D. Cannon, Power in Praise Ministries, Inc.  
Marie Gannon, OMG Collage  
Catherine D. McKay, Connections Community Support Programs  
Viva Poore, Harrington Historical Society  
Robert E. Price, Jr., Harrington Senior Center, Inc.  
Darrin Simpson, Blue Hen Construction  
James M. Callaway, Trinity United Methodist Church

### Combined Letter of Support:

Downtown Junction  
Bowers Group, LLC  
The Clutter Box Antiques  
Happy Tails Dog Grooming  
Harry Marker LLC t/a Anchors Away  
The Harrington Florist & Cakery

**F. GARY SIMPSON**  
*Minority Leader*  
STATE SENATOR  
18<sup>TH</sup> District



COMMITTEES  
Agriculture  
Energy & Transit  
Ethics  
Executive  
Judiciary  
Legislative Council  
Permanent Rules  
Delaware Economic & Financial  
Advisory Council

May 6th, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

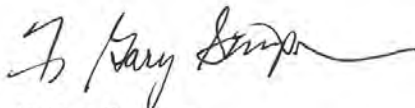
As the 18<sup>th</sup> District State Senator, I would like to recognize the City of Harrington for all the dedication and public involvement in preparing the Downtown Development District Plan and support the application for State designation. The Plan clearly states the vision, goals and objectives as well as a scheduled implementation plan to ensure the initiatives are being completed.

It is understood this plan was funded by the Neighborhood Building Blocks Fund grant and another City application is being completed for next fiscal year to complete several Downtown implementation items. Harrington has successfully taken advantage of available funding opportunities over the years and should be complimented on all the City wide initiatives as well as the Downtown Development District Plan development.

This Plan is very thorough and clearly a result based on input from the Task Force Members, Stakeholders, Community, City employees and City Planning Consultant. The Downtown District Plan promotes a walkable location for the Community to come together and enjoy several safe, family friendly events. I believe it is important and want this tradition to continue and pass along to the younger generation.

As your Senator for the 18<sup>th</sup> District, I support the City of Harrington Downtown Development District State designation application as well as your application for the Neighborhood Building Blocks Fund for Plan implementation. If you should need additional support during your implementation process, please contact me anytime.

Sincerely,



F. Gary Simpson  
18 District Senator

Senate Office: 302-744-4134 Senate Fax: 302-739-5049 email: GSIMPSON@UDELEDU  
6 W. Clarke Avenue, Milford, Delaware 19963 Home: 302-422-3460



WILLIAM R. OUTTEN  
STATE REPRESENTATIVE  
30<sup>th</sup> District



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

COMMITTEES  
Agriculture  
Corrections  
Judiciary  
Public Safety & Homeland Security  
Veterans Affairs

May, 2015

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, Delaware 19952

Dear Ms. Tieman:

I am pleased to submit this letter of support on behalf of the City of Harrington in regard to the Downtown Development District Plan and application for State designation. The Plan clearly demonstrates the vision, goals and objectives that is being designed for the City of Harrington and outlines in detail the scheduled implementation of the plan to ensure that all initiatives are completed. I commend everyone that took part in this effort for their hard work and due diligence to reaching a conclusion and a plan suitable for the needs of the City of Harrington.

It is my understanding that this plan was funded by the Neighborhood Building Blocks Fund Grant. It is my further understanding that another City application is being completed for the next fiscal year to address several Downtown implementation items. This grant application will preserve the rich railroad heritage that is the City of Harrington. These plans will improve Railroad Avenue and Hanley Street while continuing to improve Main Street.

The City of Harrington promoted this plan by involving the public in the overall process and creating a sense of community action. I am very active in my hometown of Harrington and have participated in and enjoyed many activities and special events in the Downtown area for years. The Downtown District Plan promotes a safe, family inspired area that will allow citizens and visitors alike to attend events. I believe it is important that the City of Harrington continue this tradition for the present and future generations that will call this area home.

As the State Representative for the 30<sup>th</sup> District which includes the City of Harrington, I give my wholehearted support to the City of Harrington Downtown Development District State designation application. I look forward to working closely with the City of Harrington in the implementation of this effort.

If you have any questions regarding this matter, do not hesitate to contact me.

Sincerely,

William R. "Bobby" Outten  
30<sup>th</sup> District  
State Representative

WRO/mmā



## POWER IN PRAISE MINISTRIES, INC.

*"But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses..." Acts 1:8*

Empowering People ♦ Impacting Communities ♦ Advancing the Kingdom

May 10, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

It is our pleasure to provide a letter in support of the City's application to State of Delaware for designation as a Downtown Development District. Our church, Power In Praise Ministries, Inc., has been a part of the Harrington community since 2006 and we are privileged to not only have witness efforts towards a better City, but also to have been a part of the transformation. The Downtown Development District Plan is designed to further facilitate commercial and residential improvements that are necessary to keep any city in America growing and relevant. With two properties located in the heart of Harrington on Clark Street, we hold a vested interest in seeing the City of Harrington flourish, and we assume ownership alongside the City in building a better Harrington.

The City's Downtown Development District Plan has established ten clearly-defined goals with objectives and strategies as to how they can be accomplished. All of these goals are essential to the growth and sustainability of the Downtown District and Goals 1, 2, 3, 4, 8, 9, and 10 specifically align with the mission, vision, and goals (past and present) for both our church, Power In Praise Ministries, Inc. and our non-profit organization currently in its infancy stages, Greater Harrington Community Development Corporation.

Activities and initiatives in the last twelve months alone reflect our commitment to the City of Harrington, and those who live, learn, and labor in it, including our high school diploma program, money management and credit counseling courses, food pantry program, and annual family fun day event where we gave away food, 200+ backpacks filled with school supplies and over 100 bikes to community youth, all for free. As an organization committed to the economic, physical, social, personal, and developmental growth of the Harrington Downtown Development District area and those who are a part of it, we are most assuredly in favor of the Downtown Development District Plan, its respective designation application, and the 2016 Neighborhood Building Blocks Fund Application to support Plan implementation.

Power In Praise Ministries, Inc. fully supports the City's efforts to obtain the Downtown Development Designation. We will continue to provide services to our community and be an active part in the initiatives and strategies put in motion to ensure the Downtown Development District Plan continues to be successful. We appreciate your support in having our voices be heard. My husband and I are both available should you need anything additional from us or the ministry.

Warmest regards,

LeFeisha D. Cannon, MBA  
Administrator, Power In Praise Ministries, Inc.  
14 Clark Street • Harrington, Delaware 19952  
27 Clark Street • Harrington, Delaware 19952

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14 Clark Street • Harrington, Delaware 19952 • Phone: 302.398.8888





May 9, 2016

Ms. Teresa Tieman, City Manager  
City of Harrington  
106 Dorman Street  
Harrington, DE 19952

RE: Downtown Development District Application

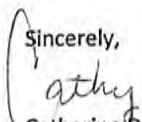
Dear Ms. Tieman:

It is with great enthusiasm that I write this letter on behalf of Connections Community Support Programs, Inc. in support of the City of Harrington's application to the State of Delaware for Downtown Development District designation.

Since the opening of our facility in Harrington, we have come to realize that we are much more than a service provider—we are now truly a member of the Harrington community. The relationship that has developed between the City and its residents and Connections has surpassed our expectation and we now realize that we are as much a part of the community as any resident or business. We were especially pleased that we were included in the Downtown Development District Task Force and were able to contribute to the planning of this application.

You have our full support in this application and you can be assured that we will continue to participate as an active part of the Harrington community. Please do not hesitate to reach out to me should there be a need for any additional support.

Sincerely,



Catherine D McKay  
President and CEO

500 WEST 10TH STREET ■ WILMINGTON, DE 19801 ■ [WWW.CONNECTIONSCSP.ORG](http://WWW.CONNECTIONSCSP.ORG)



ADMINISTRATION  
[302-984-3380]

TOLL FREE  
[866-477-5345]

FAX  
[302-984-3324]



May 3, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

The Harrington Historical Society is honored to provide a Letter of Support for the City's application to obtain a State of Delaware's Downtown Development District designation. As you are aware, I served on the City's Downtown Development District Task Force and attended all the meeting, participated in the Community Open House Outreach Event and promoted the activities associated with the Plan on behalf of the Harrington Historical Society.

The City of Harrington Downtown Development District Plan includes ten defined Goals with a focus on these topics: Residential, Downtown, Natural and Cultural Resources, Appearance, Infrastructure, Transportation and Circulation, Parking, Events and Activities, Safety, and Young People. All of these are important to the vitality of the Downtown District and the continued success of the Historical Society.

It is important to note that that Harrington Historical Society owns and maintains three areas in the City: Museum, Old Church and the Railroad Tower; all of which are located in the Downtown Development District Boundary. This will allow additional opportunities for funding to assist in maintaining and preserving these three locations.

The Harrington Historical Society worked diligently and was recently approved for the St. Stephen's Protestant Episcopal Church to be placed on the National Registry of Historic Places.

The Harrington Historical Society supports the City's efforts to obtain the Downtown Development Designation. We look forward to continuing to be a part of the work with the Priority Improvement Areas as stated in the implementation Chapter of the Downtown Development District Plan.

Sincerely,



Viva Poore  
Treasurer, Historical Society



## *Harrington Senior Center, Inc.*

*Robert E. Price, Jr. - Executive Director*

*Over 40 Years of Serving Our Area's Most  
Precious Natural Resource, Our Seniors*

May 3, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

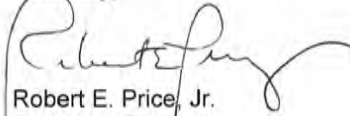
The Harrington Senior Center would like to support the City's application to obtain a State of Delaware's Downtown Development District designation. As you are aware, the Harrington Senior Center supported the initiative by hosting one of the City's Outreach events. We invited the City's project representatives to promote the project by attending our February Birthday Celebration luncheon. It was very well received and several of the Senior Center Members completed the Community survey on site with assistance from the project team.

The City of Harrington Downtown Development District Plan includes ten defined Goals with a focus on these topics: Residential, Downtown, Natural and Cultural Resources, Appearance, Infrastructure, Transportation and Circulation, Parking, Events and Activities, Safety, and Young People. As a former mayor, I realize all of these are important to the vitality of the Downtown District and the continued success of the Harrington Senior Center.

The Harrington Senior Center is located in the Downtown Development District Boundary. This will allow additional opportunities for funding to assist in maintaining and preserving the Senior Center.

The Harrington Senior Center applauds and supports the City's efforts to obtain the Downtown Development Designation. If you should have any questions, please contact me anytime.

Sincerely,



Robert E. Price, Jr.  
Executive Director

*102 Fleming Street  
Harrington, Delaware 19952  
302-398-4224*



**Trinity United Methodist Church**

63 Commerce Street, Harrington, DE 19952  
Shannon Harris - Pastor

May 17, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

**RE: Letter of Support - Harrington Downtown Development District Plan**

Dear Ms. Tieman:

Trinity United Methodist Church is providing a Letter of Support for the City's application to obtain a State of Delaware's Downtown Development District designation.

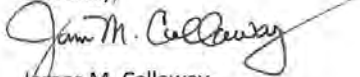
I had the opportunity to serve on the City's Downtown Development District Task Force representing our pastor and with the approval and support of our administrative church council. I attended several meetings, participated in the *Walk Around Survey* and provided input to the Strengths – Weaknesses – Opportunity – Threats tool.

We support the goals laid out in the City of Harrington Downtown Development District Plan. These goals include a focus on following areas: Residential, Downtown, Natural and Cultural Resources, Appearance, Infrastructure, Transportation and Circulation, Parking, Events and Activities, Safety, and Young People.

Trinity UMC is located prominently in the targeted Downtown Development District. Built nearly 120 years ago, our church is historically significant as a cornerstone of the District. The church participates in community events such as parades, Harrington Heritage Day, concerts, meetings and more. Our parking lot is used by the public and provides convenience on occasions when other street parking and lots in the Downtown Districts are filled.

Trinity UMC, its pastor, administrative officers and congregation support the City's efforts to obtain the Downtown Development Designation. We plan to continue as participants in the efforts to improve the quality of life for our community and to revitalize our Downtown District. Thank you.

Sincerely,



James M. Callaway  
Senior Lay Leader, Trinity UMC



May 9, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

The City of Harrington applied and was awarded a Neighborhood Building Blocks Fund grant last year to create a Downtown Development District (DDD) Plan. This project followed the initiatives set forth in Senate Bill Number 191 enacting the Downtown Development District Act. The Downtown Development District Act is intended to leverage state resources to spur private investment in commercial business districts and surrounding neighborhoods; to improve the commercial vitality of our downtowns; and to increase the number of residences for all walks of life in the downtowns and surrounding neighborhoods.

The City created and met frequently with a Downtown Development District Task Force, created the District boundary, facilitated two Outreach events, completed a Community survey, created the Plan, notified all property owners in the proposed District and presented the draft Plan at an open Community meeting.

**As a business stakeholder located within the Harrington Downtown Development District area, support the City of Harrington's:**

- Downtown Development District Plan
- Downtown Development District State of Delaware designation application
- 2016 Neighborhood Building Blocks Fund Application for DDD Plan implementation

My role as a business stakeholder is to support the activities and events held within the District, continue to provide services to the Community, remain active with the initiatives and continue to provide input in the planning process. As time permits, I am dedicated to helping with initiatives to ensure the Downtown remains and will continue to be successful.

Thank you for your continued support with the initiatives and incentives within the Downtown area.

Business Name (printed): Blue Hen Construction  
Address: 1 Dorman St Harrington, DE 19952  
Signature: *David Simpson*



May 9, 2016

City of Harrington  
Attn: Teresa Tieman, City Manager  
106 Dorman Street  
Harrington, DE 19952

Dear Ms. Tieman,

The City of Harrington applied and was awarded a Neighborhood Building Blocks Fund grant last year to create a Downtown Development District (DDD) Plan. This project followed the initiatives set forth in Senate Bill Number 191 enacting the Downtown Development District Act. The Downtown Development District Act is intended to leverage state resources to spur private investment in commercial business districts and surrounding neighborhoods; to improve the commercial vitality of our downtowns; and to increase the number of residences for all walks of life in the downtowns and surrounding neighborhoods.

The City created and met frequently with a Downtown Development District Task Force, created the District boundary, facilitated two Outreach events, completed a Community survey, created the Plan, notified all property owners in the proposed District and presented the draft Plan at an open Community meeting.

**As a business stakeholder located within the Harrington Downtown Development District area, I support the City of Harrington's:**

- Downtown Development District Plan
- Downtown Development District State of Delaware designation application
- 2016 Neighborhood Building Blocks Fund Application for DDD Plan implementation

My role as a business stakeholder is to support the activities and events held within the District, continue to provide services to the Community, remain active with the initiatives and continue to provide input in the planning process. As time permits, I am dedicated to helping with initiatives to ensure the Downtown remains and will continue to be successful.

Thank you for your continued support with the initiatives and incentives within the Downtown area.

Business Name (printed): Downtown Junction

Address: 3 Commerce St Harrington, DE 19952

Signature: [Signature]

Business Name (printed): BOWERS GROUP LLC

Address: 10 COMMERCE ST Harrington, DE 19952

Signature: [Signature]

Business Name (printed): The Clutter box Antiques  
Address: 27<sup>A</sup> Commerce ST. Harrington, DE 19952  
Signature: Jack Stewart

Business Name (printed): HAPPY TAILS DOG GROOMING  
Address: 25 COMMERCE STREET Harrington, DE 19952  
Signature: Margaret Presne

Business Name (printed): Harry Marker LLC T/A Anchors  
Address: 29 Commerce ST Harrington, DE 19952  
Signature: Harry Marker L.

Business Name (printed): THE HARRINGTON FLORIST & CAKERY  
Address: 24 COMMERCE ST Harrington, DE 19952  
Signature: [Signature]



## Public Hearing Notice & Public Comments



Employment - Medical

Employment - Medical

Employment - Medical

Employment - Medical

Houses - Sale

Houses - Sale

State Public - Legal Notices

State Public - Legal Notices

## HEALTHCARE



Beebe Healthcare has become the premier healthcare facility in Sussex County, serving a thriving beach and vacation resort area and a growing year-round population. Beebe Healthcare offers you a unique opportunity to not only love what you do, but love where you live and work!

### Minimum Requirements:

- Education: Bachelor's degree preferred. High School graduate with Advanced education. Years of experience in lieu of formal education considered.
- Membership in professional organizations such as MGMA (Medical Group Management Association) and PAHCOM (Professional Association of Health Care Office Managers) is required.
- Five years of billing practice management experience in a multi-provider physician group.
- Proven experience with a physician office EHR and electronic billing system.
- Membership in Professional Healthcare Organization with a focus on Physician Office Practice management desirable.

Responsible for fiscal management, performance improvement activities, and compliance with all relevant policies/procedures and regulations. Manages all aspects of personnel processes. Responsible for oversight and day to day operations of Billing, Insurance Correspondence, Governmental Follow Up, Cash Posting and other support duties performed by Billing staff as related to Professional Services Revenue Cycle.

Please visit our website to apply online, and for more information and detailed job descriptions.

**www.beebehealthcare.org**  
**Phone: 302-645-3336**  
**email: employ\_ment@beebehealthcare.org**  
**424 Savannah Road, Lewes, DE 19958**

EOE



**Agriculture**  
Lawn & Garden



**Rentals**  
Apartments

Seasonal

Seasonal

### SEASONAL EMPLOYMENT OPENINGS

The City of Rehoboth Beach, Delaware will accept applications for seasonal (summer) Streets Department laborers and lawn care maintenance workers. Positions will require

**Masten Realty**  
715 S. DuPont Hwy.  
Milford, DE • 302-422-1850  
www.mastenrealty.com

**NEW LISTING**  
**LAKEVIEW AVENUE, MILFORD**  
4 BR, 2.1 BA home in downtown Milford. Living room, family room & dining room downstairs. Mudroom w/half bath. Custom tile in upstairs bath. Vaulted ceilings with skylight windows in master bedroom. Home is move-in ready. Call today to schedule your tour \$205,000.

**NEW LISTING**  
**DELAWARE AVENUE, HARRINGTON**  
2 BR, 1 BA home in outskirts of Harrington. Stylish fixtures, crown molding, hardwood floors, tile in kitchen & bath. Newer kitchen with spotless appliances. Mud/laundry room off garage, and deck that overlooks corner lot. Call today for more details \$145,000.

**NEW LISTING**  
**DELAWARE AVENUE, HARRINGTON**  
2 BR, 1 BA home in outskirts of Harrington. Stylish fixtures, crown molding, hardwood floors, tile in kitchen & bath. Newer kitchen with spotless appliances. Mud/laundry room off garage, and deck that overlooks corner lot. Call today for more details \$145,000.

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Houses - Rent

**Real Estate**  
Land - Sale

**NATURAL UNspoiled COASTAL PROPERTY**  
- There is a place just

**Must See!**

Diagrams Dim / 55.1

## PUBLIC NOTICE City of Harrington Additions to Tax Bills & Appeals

The City Council of the City of Harrington adopted Resolution 16-R-08 on April 18, 2016. This resolution adopted a list of other debts, including charges, costs, and other assessments owed to the City of Harrington to be added to tax bills and set the procedure for appeals. This list can be viewed at Harrington City Hall or on the City's website at <http://harrington.delaware.gov>.

The Harrington City Council will hear appeals from any debts shown on this list and make such corrections as it deems appropriate on May 16, 2016 at 7:00 pm at City Hall, 106 Dorman Street. Any person/entity desiring to contest any debt on the list shall file a Notice of Intent to Appeal at least three (3) days prior to the hearing, such notice shall describe the factual and legal basis for the appeal, and shall appear before the Harrington City Council on May 16, 2016 at 7:00 pm at City Hall, 106 Dorman Street. Any questions can be directed to the Clerk of Council, Kelly Blanchies, at (302) 398-4476.

112389 DSN 5/1 HJ 4/27/2016

## City of Harrington Downtown Development District Plan Public Hearing

A Public Hearing will be held for comments on the City of Harrington Downtown Development District Plan Draft on May 9, 2016 at 6:30 pm at Harrington City Hall, 106 Dorman Street, Harrington, DE. Written comments are also being accepted until May 9, 2016 by the Clerk of Council at [kblanchies@cityofharrington.com](mailto:kblanchies@cityofharrington.com) or at City Hall, 106 Dorman St., Harrington, DE 19952. The Downtown Development District Plan can be viewed at City Hall or the Harrington Public Library, 110 E. Center Street. The Downtown Development District Plan is also available on the City's website, <http://harrington.delaware.gov>. Contact Clerk of Council Kelly Blanchies with questions at (302) 398-4476.

111583 DSN 4/24 HJ 4/27/2016



**Automotive**  
Resort Property - Sale  
Delaware's Resort



**CITY OF HARRINGTON**  
**DOWNTOWN DEVELOPMENT DISTRICT PLAN**  
**MAY 9, 2016 – PUBLIC HEARING INFORMATION**

PAGE	"DRAFT" DOCUMENT CHANGES
Cover	Changed draft date to 5/9/2016
3	Changed Appendix list
12	capitalized Downtown in paragraph 3
16	added titles of Harrington Historical Society officers in photo description
17	added two photos from 4/14/16 public presentation
19	updated Strategies for State Policies & Spending to reflect 4/14/16 signing of Exec Order 59 by Gov. Markell
Map 4.	updated date to 5/16/2016 and corrected zoning of parcel @corner of Clark & Delaware to C-3 from C-2
31	updated Table 4 to reflect new zoning info on Map 4; updated narrative to reflect changes to Map 4 & Map 4
35	updated last paragraph & photo description to delete reference to Sheriff's Sale (added demolition wording)
55	Goal Three: deleted word "as"
82	under DDD Plan, changed "created" to "adopted"
89	1st time home buyer realty transfer tax exemption - updated approval date to 4/18/2016
89	job creation - updated to "five" zoning districts
89	new business license "fee" waiver - added word "fee"; clarified need to still get a license
Map 1.	updated date to 5/9/2016
Map 2.	updated date to 5/9/2016
Map 3.	updated date to 5/9/2016
Map 5.	updated date to 5/9/2016
Map 6.	updated date to 5/9/2016; added "Vacancies as of 2015"; hashed RR Improvement Area
Map 7.	updated date to 5/9/2016
Map 8.	updated date to 5/9/2016
Map 9.	updated date to 5/9/2016
3	added final page numbers to Table of Contents & format
Appendix	Included "News Articles"
Appendix	Included "Downtown Survey" note information was reformatted & accurate to reflect the data
Appendix	Included "Public Hearing Notice"
17	Added "Local Press Coverage" section including information on articles included in The Journal
17	Updated Agency Coordination section to reflect OSPC not providing comments
Appendix	Included "Letters of Support"
51	replaced Post Office "after" photo
89/90	Updated proposed incentives to match those in City's Redevelopment Ordinance
36	Replaced photo/text for 3rd vacant structure listing w/ 19 Dorman Street SFR
35	updated info on Stone's
35	included info on Anchors Aweigh and Blue Hen Construction
33/34	added photos
84	updated DDD Plan Ordinance number; will update adoption date once official
Footer	changed footer from "Draft" to "Final"
FROM	PUBLIC COMMENTS RECEIVED (as of 4:30 pm on 5/9/2016)
Amy Minner	1. Change to reflect the Ordinance currently being worked on.
REPLY	<b>The Local Incentives have been modified to match the proposed Ordinance. They will remain in the proposed section for the adoption of the Plan.</b>
Amy Minner	2. Strategy to include the railroad before even meeting with them and going over what our intentions are is putting the cart before the horse.
REPLY	<b>The initial parking improvements can be looked at within the City ROW; however, the City is looking at applying for a NBBF grant to master plan the priority improvement areas in the Plan. This would include multiple meetings with stakeholders to include the Railroad to best determine a path forward for design and implementation.</b>



## Local Enabling Legislation

**CITY OF HARRINGTON**  
**ORDINANCE NO. 16-06**

**AN ORDINANCE ADOPTING THE DOWNTOWN DEVELOPMENT  
DISTRICT PLAN**

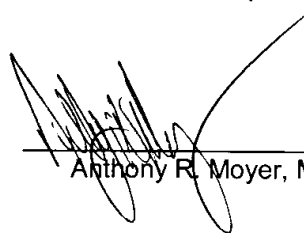
BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF  
HARRINGTON IN COUNCIL MET:

**Section 1.** That the document titled "Downtown Development District Plan" attached hereto as Exhibit A is adopted as the Downtown Development District Plan for the City of Harrington.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

  
\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest:   
\_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: May 9, 2016

**SYNOPSIS**

This Ordinance adopts the Downtown Development District Plan.

First Reading: April 13, 2016  
Public Hearing: May 9, 2016  
Second Reading: May 9, 2016

## Websites & Links of Interest



### City

City of Harrington: <http://harrington.delaware.gov/>

2013 Comprehensive Land Use Plan: <http://harrington.delaware.gov/comprehensive-land-use-plan/>

Harrington Fire Company Inc.: <http://harringtonfireco.com/>

Lake Forest South Elementary School: <http://www.lf.k12.de.us/south/>

Lake Forest W.T. Chipman Middle School: <http://www.lf.k12.de.us/chipman/>

Parks & Recreation: <http://www.hprnews.com/>

Police Department: <http://harrington.delaware.gov/police-department/>

Upcoming Events: <http://harrington.delaware.gov/events/>

### Local

Kent County Levy Court: [www.co.kent.de.us](http://www.co.kent.de.us)

Lake Forest Church Association - Food Pantry: <https://sites.google.com/site/lakeforestchurchassociation/home>

### State

2015 Strategies for State Policies and Spending: <http://www.stateplanning.delaware.gov/strategies/>

Buy Local: <http://dda.delaware.gov/marketing/BuyLocal.shtml>

Delaware Public Archives: <http://archives.delaware.gov/index.shtml>

Delaware State Housing Authority: <http://destatehousing.com>

Delaware Sustainable Energy Utility: [www.energizedelaware.org](http://www.energizedelaware.org)

Delaware Transit Corporation: [www.dartfirststate.com](http://www.dartfirststate.com)

Department of Agriculture: <http://dda.delaware.gov>

Department of Economic Development Office: <http://dedo.delaware.gov>

Department of Health and Social Services: <http://dhss.delaware.gov/dhss>

Department of Natural Resources and Environmental Control: <http://dnrec.delaware.gov>

Department of Transportation: <http://deldot.gov>

Downtown Development Districts: <http://stateplanning.delaware.gov/ddd>

Office of State Planning Coordination: <http://stateplanning.delaware.gov>

State Historic Preservation Office: <http://history.delaware.gov/preservation>

### Federal

FEMA Online Flood Maps: <https://msc.fema.gov/portal>

National Register of Historic Places: <https://www.nps.gov/nr/>

U.S. Census Bureau: [www.census.gov](http://www.census.gov)

U.S. Department of Transportation: <https://www.transportation.gov>

U.S. Economic Development Administration: <https://www.eda.gov>

U.S. Environmental Protection Agency: <https://www.epa.gov>

U.S. Department of Agriculture: [www.usda.gov/wps/portal/usda/usdahome](http://www.usda.gov/wps/portal/usda/usdahome)

U.S. Department of Housing and Urban Development: <http://portal.hud.gov/hudportal/HUD>

P. B. & W. Station, Harrington, Del.



Thanks to everyone who contributed to the

City of Harrington

Downtown Development District Plan



City of Harrington

Merchants  
Residents

The Hub  
of Delaware

Property Owners  
Organizations



*It's good to be in the Hub...*

City of Harrington, Delaware  
Delaware Downtown Development District  
Application for Designation as a District  
Attachment No. 7 | City Council Resolution

Resolution	Title
16-R-13	Application for State of Delaware Downtown Development District Designation

**CITY OF HARRINGTON  
RESOLUTION 16-R-13**

**APPLICATION FOR STATE OF DELAWARE DOWNTOWN DEVELOPMENT  
DISTRICT DESIGNATION**

**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 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**, the Harrington City Council adopted the Harrington Downtown Development District Plan (the "District Plan") with Ordinance 16-06 on May 9, 2016. The District Plan includes the boundaries of, and a detailed planning and development strategy for, the proposed District; and

**WHEREAS**, the City Council adopted Ordinance 16-07 on May 16, 2016 to establish Downtown Development District specific incentives that address local economic and community conditions that will help achieve the purposes set forth in the Act (the "Local Incentives"); and

**WHEREAS**, if the City of Harrington receives District designation, the District Plan and Local Incentives proposed by the City shall be binding upon the City; 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 City of Harrington; and

**WHEREAS**, the City Council of the City of Harrington strongly believes that it is in the best interest of the City of Harrington to apply for designation as a Downtown Development District.

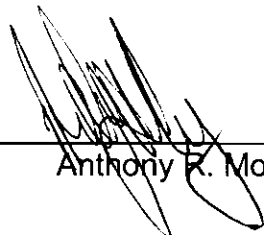
**NOW THEREFORE, BE IT RESOLVED** that the City Council supports the Application for Designation as a Downtown Development District (the "Application") prepared by the City Manager and KCI Technologies; and

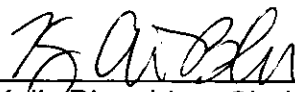
**BE IT FURTHER RESOLVED** that the City of Harrington designates the City Manager as the District Administrator (the "Administrator") to file the Application on behalf of the City and to provide such other documents and information as may be necessary or desirable in connection with the Application; and

**BE IT FURTHER RESOLVED** that if the Application is successful and the City receives notice that it has been selected for designation as a District:

- a. The City of Harrington shall adhere to the District Plan and the Local Incentives contained in the Application for the duration of the District designation; and
- b. The City of Harrington will review all incentives, including the Local Incentives, during the annual city budget process and submit any proposed incentive changes specific within the Downtown Development District to the State prior to enacting such changes; and
- c. 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 City of Harrington thereunder; and
- d. The Administrator, or his or her designee(s), is authorized to carry out all District administrative and reporting requirements on behalf of the City of Harrington for the duration of the District designation.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that this Resolution was passed by a majority of the City Council of Harrington on this 16<sup>th</sup> day of May 2016.

  
\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest:   
\_\_\_\_\_  
Kelly Blanchies, Clerk of Council

May 16, 2016  
\_\_\_\_\_  
Date