



# **Sussex County Council Public/Media Packet**

**MEETING:  
June 25, 2019**

**\*\*DISCLAIMER\*\***

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**Sussex County Council  
2 The Circle | PO Box 589  
Georgetown, DE 19947  
(302) 855-7743**

**COUNTY COUNCIL**

MICHAEL H. VINCENT, PRESIDENT  
IRWIN G. BURTON III, VICE PRESIDENT  
DOUGLAS B. HUDSON  
JOHN L. RIELEY  
SAMUEL R. WILSON JR.



**Sussex County**

DELAWARE  
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**SUSSEX COUNTY COUNCIL**

**AGENDA**

**JUNE 25, 2019**

**10:00 A.M.**

**\*\* AMENDED on June 19, 2019 at 1:30 P.M.<sup>1</sup>**

**\*\*\* AMENDED on June 20, 2019 at 11:30 A.M.<sup>1</sup>**

**Call to Order**

**Approval of Agenda**

**Approval of Minutes**

**Reading of Correspondence**

**Public Comments**

**Todd Lawson, County Administrator**

1. Delaware Agricultural Lands Preservation Program
2. Administrator's Report

**Andrea Wall, Manager of Accounting**

1. Insurance Recommendation

**Katrina Mears, Manager of Billing Services and Collections**

1. Recommendation to Award RFP for Bill Print and Mailing Services

**Hans Medlarz, County Engineer**

1. Delaware Center for the Inland Bays, Site Reforestation and Meadow Creation Close-Out
  - A. Sussex County Landfill #6 Omar Authorization



**2. Inland Bays Regional Wastewater Facility (IBRWF) Irrigation Rigs Replacement, Project 19-21**

**A. Substantial Completion**

**Grant Requests**

- 1. Eastern Shore AFRAM Festival for festival expenses.**
- 2. Fort Miles Historical Association for Lighthouse Reach Overlook**
- 3. Primeros Pasos Early Learning Center for playground equipment**
- 4. Grace-N-Mercy for summer youth camp expenses**
- 5. Woodbridge High School Marine Corps JROTC Booster Club for Annual Halloween 5K Run/Walk**
- 6. Town of Laurel for Market Square Park bandstand improvements**
- \*\* 7. ITN Southern Delaware for Quality of Life: Aging in Place program**
- \*\* 8. Millsboro Historical Society for the Godwin School for maintenance and repair costs**

**Introduction of Proposed Zoning Ordinances**

**Council Members' Comments**

**\*\*\* Executive Session – *Potential/Pending* Litigation and Land Acquisition pursuant to 29 Del.C.§10004(b)**

**Possible Action on Executive Session Items**

**1:30 p.m. Public Hearings**

**Conditional Use No. 2173 filed on behalf of Roy Richardson**

**“AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A CATERING BUSINESS TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN INDIAN RIVER HUNDRED, SUSSEX COUNTY, CONTAINING 1.08 ACRES, MORE OR LESS” (land lying on the west side of Doddtown Road, approximately 511 feet north of Anderson Corner Road) (Tax I.D. No. 234-9.00-6.02) (911 Address: 21170 Doddtown Road, Harbeson)**

**Conditional Use No. 2175 filed on behalf of All Automotive, LLC**

**“AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR AN AUTOMOTIVE REPAIR BUSINESS TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN INDIAN RIVER HUNDRED, SUSSEX COUNTY, CONTAINING 0.75 ACRE, MORE OR LESS” (land lying on the south side of Harmons Hill Road, approximately 0.6 mile east of Hollyville Road) (Tax I.D. No. 234-16.00-27.03) (911 Address: 28858 Harmons Hill Road)**

**Change of Zone No. 1879 filed on behalf of William (Ulbio) Parraga**

**“AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A B-2 BUSINESS COMMUNITY DISTRICT FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN GEORGETOWN HUNDRED, SUSSEX COUNTY, CONTAINING 0.827 ACRE, MORE OR LESS” (land lying on the west side of DuPont Boulevard (Route 113), approximately 406 feet south of Wilson Hill Road) (Tax I.D. No. 135-14.00-12.01) (911 Address: None Available)**

**Adjourn**

\*\*\*\*\*

Sussex County Council meetings can be monitored on the internet at [www.sussexcountyde.gov](http://www.sussexcountyde.gov).

\*\*\*\*\*

In accordance with 29 Del.C. §10004(e)(2), this Agenda was posted on June 18, 2019 at 4:20 p.m., and at least seven (7) days in advance of the meeting.

This Agenda was prepared by the County Administrator and is subject to change to include the addition or deletion of items, including Executive Sessions, which arise at the time of the Meeting.

Agenda items may be considered out of sequence.

###

<sup>1</sup> Per 29 Del.C. §10004(e)(5) and Attorney General Opinion No. 13-IB02, this agenda was amended to address matters which arose after the initial posting of the agenda but before the start of the Council meeting.

**SUSSEX COUNTY COUNCIL - GEORGETOWN, DELAWARE, JUNE 18, 2019**

A regularly scheduled meeting of the Sussex County Council was held on Tuesday, June 18, 2019, at 10:00 a.m., in the Council Chambers, Sussex County Administrative Office Building, Georgetown, Delaware, with the following present:

<b>Michael H. Vincent</b>	<b>President</b>
<b>Irwin G. Burton III</b>	<b>Vice President</b>
<b>Douglas B. Hudson</b>	<b>Councilman</b>
<b>John L. Rieley</b>	<b>Councilman</b>
<b>Samuel R. Wilson Jr.</b>	<b>Councilman</b>
<b>Todd F. Lawson</b>	<b>County Administrator</b>
<b>Gina A. Jennings</b>	<b>Finance Director</b>
<b>J. Everett Moore, Jr.</b>	<b>County Attorney</b>

The Invocation and Pledge of Allegiance were led by Mr. Vincent.

**Call to  
Order**

Mr. Vincent called the meeting to order.

**M 305 19  
Amend  
and  
Approve  
Agenda**

A Motion was made by Mr. Wilson, seconded by Mr. Burton, to amend the Agenda by deleting #2B under Hans Medlarz, County Engineer, to delete "Introduction of Proposed Zoning Ordinances", and to approve the Agenda, as amended.

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Minutes**

The minutes of June 11, 2019 were approved by consent.

**Corre-  
spondence**

**Correspondence**

**BRIDGEVILLE SENIOR CENTER, BRIDGEVILLE, DELAWARE.  
RE: Letter in appreciation of contribution.**

**Public  
Comments**

A public comment period was held and the following people spoke: Jim Martin, Craig Givens (President of Lewes Fire Department), Hunter Holland (Sussex County Firefighters Association), Ken Bock (CEO of CHEER), and Dan Kramer.

It was noted that the comments of Craig Givens, Hunter Holland, and Ken Bock will be incorporated into the public comments of the Public Hearing on the Fiscal Year 2020 Budget Ordinance.

**Public Hearing/  
Assessment  
Rolls**

A Public Hearing was held on the Assessment Rolls for Sewer and Water Districts. Mrs. Jennings reported that the Assessment Rolls reflect the County's records for equivalent dwelling units (EDUs) and billable front footage for each sewer and water district. These records have been made available in the billing office for public inspection and review. These records are subject to individual appeal via the Board of Assessment Review. Mrs. Jennings noted that this Public Hearing is on the list of properties and applicable front footage and EDUs that will be billable by the rates established in the rate ordinance.

There were no public comments.

The Public Hearing and public record were closed.

**M 306 19  
Adopt  
Assessment  
Rolls**

A Motion was made by Mr. Burton, seconded by Mr. Hudson, that the Sussex County Council hereby adopts the Assessment Rolls for all Sussex County sanitary sewer and water districts for the period July 1, 2019 through June 30, 2020.

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Public Hearing/  
Proposed  
Sewer and  
Water  
Rates  
Ordinance**

A Public Hearing was held on the Proposed Ordinance entitled "AN ORDINANCE ESTABLISHING ANNUAL SERVICE CHARGES, ANNUAL ASSESSMENT RATES FOR COLLECTION AND TRANSMISSION AND/OR TREATMENT, AND CONNECTION CHARGES FOR ALL SUSSEX COUNTY WATER AND SANITARY SEWER DISTRICTS".

Mrs. Jennings reviewed highlights of the sewer and water budget. (A comprehensive presentation was given at the May 21, 2019 Council meeting.)

There were no public comments.

The Public Hearing and public record were closed.

**M 307 19  
Adopt  
Ordinance  
No. 2659**

A Motion was made by Mr. Cole, seconded by Mr. Arlett, to Adopt Ordinance No. 2659 entitled "AN ORDINANCE ESTABLISHING ANNUAL SERVICE CHARGES, ANNUAL ASSESSMENT RATES FOR COLLECTION AND TRANSMISSION AND/OR TREATMENT, AND CONNECTION CHARGES FOR ALL SUSSEX COUNTY WATER AND SANITARY SEWER DISTRICTS".

**Motion Adopted: 5 Yeas.**

**M 307 19  
(continued)**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Public  
Hearing/  
Proposed  
Ordinance/  
Fiscal  
Year 2020  
Budget**

**A Public Hearing was held on the Proposed Ordinance entitled “AN ORDINANCE ESTABLISHING ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2020”.**

**Mrs. Jennings reviewed highlights of the \$185.8 million annual operating budget for Fiscal Year 2020 and presented information on proposed changes in Register of Wills fees and Public Works Division fees. Mrs. Jennings also reviewed several grant allocations in the proposed budget. (A comprehensive presentation was given at the May 21, 2019 Council meeting.)**

**Public comments were heard.**

**Craig Stevens, President of the Lewes Fire Department, spoke in regards to the growth/development in Sussex County and the higher volume of emergency calls. Mr. Stevens thanked Council for past funding and asked that Council consider increased funding. Mr. Stevens also referenced the increase in funding for the libraries and noted that there is no line item increase for the fire companies.**

**Hunter Holland, Sussex County Firefighters Association, thanked the Council for its continued support.**

**Ken Bock, Chief Executive Officer of CHEER, thanked Council for its financial support of CHEER’s kitchen campaign.**

**Diane Young (Sussex County Library Advisory Board), Allison Miller (Rehoboth Beach Library), and Kelly Kline (Selbyville Library) thanked the Council for its continued financial support of the libraries.**

**Bob Longo, Milton Police Chief and President of the Sussex County Police Chiefs’ Association, thanked the Council for the increase in funding in the Proposed Budget.**

**Dan Kramer commented on the COLA included in the proposed budget for County employees. He also commented on the proposed budget, generally.**

**Cindy Green commented on the new fees proposed by the Register of Wills Department: storage of wills and online access for the legal community.**

**Dennis Pikalow raised a question about the sports complex funding. He stated that the County is underserved from a recreational standpoint and suggested that the County partner with the YMCA.**

**Public Hearing/  
Proposed Ordinance/  
Fiscal Year 2020 Budget  
(continued)**

**Tamika Hopkins of the YMCA thanked the Council for its past support and asked Council to consider supporting the YMCA's LiveStrong program.**

**Paul Reiger raised a question about the sports complex funding.**

**There were no additional public comments.**

**The Public Hearing and public record was closed.**

**M 308 19  
Adopt Ordinance  
No. 2660**

**A Motion was made by Mr. Burton, seconded by Mr. Rieley, to Adopt Ordinance No. 2660 entitled "AN ORDINANCE ESTABLISHING ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2020".**

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Balloon Festival Presentation**

**Gina Derrickson, Director of Development for Sussex Academy Foundation, reported on the Hot Air Balloon Festival (Balloons Over Sussex) which will be held at the Delaware Coastal Airport in Georgetown on September 14 and 15, 2019.**

**Public Interviews**

**The Council conducted public interviews for Board of Adjustment nominees Dr. Kevin Carson (District 1) and Jeff Chorman (District 3).**

**M 309 19  
Approve Board of Adjustment Appointment/  
Carson**

**A Motion was made by Mr. Burton, seconded by Mr. Hudson, that the Sussex County Council approves the appointment of Dr. Kevin Carson to the Sussex County Board of Adjustment, effective immediately, until such time as the term expires in June 2022.**

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**M 310 19  
Approve Board of Adjustment Appointment/  
Chorman**

**A Motion was made by Mr. Hudson, seconded by Mr. Wilson, that the Sussex County Council approves the appointment of Jeff Chorman to the Sussex County Board of Adjustment, effective immediately, and until such time as the term expires in June 2022.**

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**



**Appointment**                    **Mr. Lawson presented a recommended reappointment of Ellen Magee to the Board of Adjustment for District 5.**

**M 311 19**                    **A Motion was made by Mr. Rieley, seconded by Mr. Burton, that the Sussex County Council approves the reappointment of Ellen Magee to the Sussex County Board of Adjustment, effective immediately, until such time as the term expires in June 2022.**

**Approve Board of Adjustment Reappointment/ Magee**

**Motion Adopted:        5 Yeas.**

**Vote by Roll Call:        Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Appointment**                    **Mr. Lawson presented a recommended reappointment of Robert Wheatley to the Planning and Zoning Commission for District 1.**

**M 312 19**                    **A Motion was made by Mr. Burton, seconded by Mr. Wilson, that the Sussex County Council approves the reappointment of Robert Wheatley to the Sussex County Planning and Zoning Commission, effective immediately, until such time as the term expires in June 2022.**

**Approve Planning & Zoning Commission Reappointment/ Wheatley**

**Motion Adopted:        5 Yeas.**

**Vote by Roll Call:        Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Administrator's Report**                    **Mr. Lawson read the following information in his Administrator's Report:**

**A. Delaware State Police Activity Report**

**The Delaware State Police year-to-date activity report for May 2019 is attached listing the number of violent crime and property crime arrests, as well as total traffic charges and corresponding arrests. In addition, DUI and total vehicle crashes investigated are listed. In total, there were 197 troopers assigned to Sussex County for the month of May.**

**B. Independence Day Holiday and Council Meeting Schedule**

**County offices will be closed on Thursday, July 4<sup>th</sup>, for the Independence Day holiday. In addition, Council will not meet on July 2<sup>nd</sup> or July 9<sup>th</sup>. The next regularly scheduled Council meeting will be held on Tuesday, July 16<sup>th</sup>.**

**[Attachments to the Administrator's Report are not attachments to the minutes.]**

**Disposition of County Real Property/ Red Mill Pond South Pump Station Parcel**

Hans Medlarz, County Engineer, presented a request for the disposition of County Real Property; the subject property was part of the pump station parcel in the Red Mill Pond South Subdivision. The property was conveyed to Sussex County on December 10, 2007, by Red Mill Pond Developers, LLC, as part of the pump station parcel. After the pump station construction, the Developer made changes to the record plan modifying rights-of-way and open space. The change to the plan required that the remainder of the parcel not needed by the County be incorporated in the enlarged open space. The total size of the remainder to be disposed of equals approximately 1,100 square feet. No County funds were expended in acquiring, preserving, improving, restoring, or reclaiming the property. The property cannot be used by any other County department, the State, or local political subdivision; the highest and best use is subdivision open space.

**M 313 19 Approve Disposition of County Real Property/ Red Mill Pond South Pump Station Parcel**

A Motion was made by Mr. Hudson, seconded by Mr. Rieley, based upon the recommendation of the Sussex County Engineering Department, that the Sussex County Council approves the partial transfer of Parcel 334-5-170.3 to Red Mill Pond Developers, LLC, for inclusion in the subdivision open space.

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea; Mr. Wilson, Yea; Mr. Burton, Yea; Mr. Vincent, Yea**

**CIB Site Reforestation & Meadow Creation Project Close-Out**

Hans Medlarz, County Engineer, reported on a reforestation project to restore a landfill buffer area at the Angola Landfill #3. The CIB proposed a Reforestation and Meadow Creation Plan to the previously farmed property protecting waterways and wetlands, reducing nutrient loading as well as sustaining various animal species. In January 2019, Council approved the CIB's Reforestation & Meadow Creation Proposal, at a cost not to exceed \$10,386.07. On April 6, 2019, approximately 2,500 trees were planted; however, the organization of the project proved more complex than anticipated and the CIB exceeded the authorized amount by \$1,557.98. The Engineering Department requests additional funding for the CIB in that amount to close out the project.

**M 314 19 Approve Additional Funding for CIB Site Reforestation & Meadow Creation Project**

A Motion was made by Mr. Burton, seconded by Mr. Wilson, based upon the recommendation of the Sussex County Engineering Department, that the Sussex County Council approves additional funding to the Center for the Inland Bays for the "Reforestation & Meadow Creation at Sussex County Landfill #3 Buffer Site"; project close-out in the amount of \$1,557.98.

**Motion Adopted: 5 Yeas.**

**M 314 19  
(continued)**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Landfill  
Consulting  
Work/  
Weston  
Solutions**

Hans Medlarz, County Engineer, reported that Weston was approved in 1991 for the County's landfill consulting work. The Engineering Department has continued to utilize Weston Solutions, Inc. under a Basic Operating Agreement for all landfill consulting and monitoring. On March 14, 2017, the Council reaffirmed Weston Solutions, Inc. as the Landfill Professional Services Consultant for a five (5) year period starting July 1, 2017, based on their expertise and past performance with a total FY 18 budget not to exceed \$96,900.00. Prior to every new budget year, Weston provides a scope of work, and cost estimates in a task order format. These cost estimates are included in the Engineering Department's annual budget. The Engineering Department requests approval of the FY 2020, 2021 and 2022 amounts for Weston Solutions, Inc.'s services not to exceed \$96,900.00 per year and authorization for the County Engineer to execute the associated fiscal year task orders based on acceptable consultant performance during the previous fiscal year.

**M 315 19  
Approve  
Weston  
Solutions/  
Landfill  
Consulting  
Work**

A Motion was made by Mr. Burton, seconded by Mr. Hudson, based upon the recommendation of the Sussex County Engineering Department, that Council approve Weston Solutions, Inc. to perform services at all Sussex County landfills in an amount not to exceed \$96,900.00 per year for Fiscal Years 2020, 2021, and 2022, based on satisfactory previous year performance.

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Contract  
Amend-  
ment/  
SCRWF  
Design  
Services**

Hans Medlarz, County Engineer, presented Amendment No. 19 for additional design services for the South Coastal Regional Wastewater Facility (SCRWF) Treatment Upgrade No. 3. The proposed amendment, in an amount not to exceed \$108,074.01 covers the following scope of work: Army Corps of Engineers permitting (tax ditch work), fiber optic network and security camera changes, inclusion of precast, post-tensioned concrete construction option, headworks change, and lagoon sludge handling.

**M 316 19  
Approve  
Amendment  
No. 19/  
Contract  
for SCRWF  
Design  
Services**

A Motion was made by Mr. Burton, seconded by Mr. Rieley, based upon the recommendation of the Sussex County Engineering Department, that Amendment No. 19 to the Base Engineering Contract with GHD, Inc. be approved in the amount not to exceed \$108,074.01, for additional design services for the SCRWF Treatment Upgrade No. 3.

**Motion Adopted: 5 Yeas.**

**M 316 19**  
**(continued)**  
**Vote by Roll Call:** **Mr. Hudson, Yea; Mr. Rieley, Yea;**  
**Mr. Wilson, Yea; Mr. Burton, Yea;**  
**Mr. Vincent, Yea**

**Grant**  
**Requests** **Mrs. Jennings presented grant requests for the Council's consideration.**

**M 317 19**  
**Council-**  
**manic**  
**Grant** **A Motion was made by Mr. Wilson, seconded by Mr. Rieley, to give \$5,000.00 (\$4,000.00 from Mr. Wilson's Councilmanic Grant Account and \$1,000.00 from Mr. Rieley's Councilmanic Grant Account) to the Georgetown Historical Society for landscaping at the Carriage House.**

**Motion Adopted:** **5 Yeas.**

**Vote by Roll Call:** **Mr. Hudson, Yea; Mr. Rieley, Yea;**  
**Mr. Wilson, Yea; Mr. Burton, Yea;**  
**Mr. Vincent, Yea**

**M 318 19**  
**Council-**  
**manic**  
**Grant** **A Motion was made by Mr. Burton, seconded by Mr. Wilson, to give \$1,500.00 (\$1,000.00 from Mr. Vincent's Councilmanic Grant Account and \$500.00 from Mr. Rieley's Councilmanic Grant Account) to the City of Seaford for Nanticoke Riverfest.**

**Motion Adopted:** **5 Yeas.**

**Vote by Roll Call:** **Mr. Hudson, Yea; Mr. Rieley, Yea;**  
**Mr. Wilson, Yea; Mr. Burton, Yea;**  
**Mr. Vincent, Yea**

**M 319 19**  
**Council-**  
**manic**  
**Grant** **A Motion was made by Mr. Wilson, seconded by Mr. Hudson, to give \$500.00 from Mr. Vincent's Councilmanic Grant Account to Seaford Tomorrow for 1st Saturday events.**

**Motion Adopted:** **5 Yeas.**

**Vote by Roll Call:** **Mr. Hudson, Yea; Mr. Rieley, Yea;**  
**Mr. Wilson, Yea; Mr. Burton, Yea;**  
**Mr. Vincent, Yea**

**M 320 19**  
**Recess** **At 11:30 a.m., a Motion was made by Mr. Hudson, seconded by Mr. Rieley, to recess until 1:30 p.m.**

**Motion Adopted:** **5 Yeas.**

**Vote by Roll Call:** **Mr. Hudson, Yea; Mr. Rieley, Yea;**  
**Mr. Wilson, Yea; Mr. Burton, Yea;**  
**Mr. Vincent, Yea**

**M 321 19**  
**Reconvene** **At 1:30 p.m., a Motion was made by Mr. Wilson, seconded by Mr. Hudson, to reconvene.**

**Rules** Mr. Moore read the rules of procedure for County Council zoning hearings.

**Public Hearing/  
CU 2156)** A Public Hearing was held on the Proposed Ordinance entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR WELLNESS CLASSES (INCLUDING YOGA, MASSAGE MEDITATION, ACUPUNCTURE AND LECTURES) TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN BROADKILL HUNDRED, SUSSEX COUNTY, CONTAINING 3.33 ACRES, MORE OR LESS” (Conditional Use No. 2156) filed on behalf of Christine and Joseph R. Hudson (Tax I.D. No. 235-16.00-75.00 and 77.00) (911 Address: 14904 Coastal Highway, Milton).

The Planning and Zoning Commission held a Public Hearing on this application on May 9, 2019 at which time action was deferred. On May 23, 2019, the Commission recommended approval, with the following conditions:

- A. All of the Applicant’s uses occur within the existing structures or outdoors.
- B. As long as the uses occur within the existing structures, no site plan approvals shall be required from the Planning and Zoning Commission. Any change or expansion of the existing structures shall require site plan approval, and possibly a new public hearing if the changes are substantial.

(See the minutes of the Planning and Zoning Commission dated May 9 and 23, 2019.)

Janelle Cornwell, Planning and Zoning Director, presented the application.

The Council found that Christine Hudson was present on behalf of the application. She stated that the church located on the property has always been used as a church; that there are a lot of other rooms in the building which are unused; that she asks that the following also be permitted in the church building: yoga classes, meditation classes, and small seminars; that a large parking lot currently exists; and that some of the classes may take place outside at times.

There were no public comments.

The public hearing and public record were closed.

**M 322 19  
Adopt  
Ordinance  
No. 2661/  
CU 2156** A Motion was made by Mr. Burton, seconded by Mr. Wilson, to Adopt Ordinance No. 2661 entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR WELLNESS CLASSES (INCLUDING YOGA, MASSAGE MEDITATION, ACUPUNCTURE AND LECTURES) TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND

**M 322 19  
Adopt  
Ordinance  
No. 2661/  
CU 2156  
(continued)**

**BEING IN BROADKILL HUNDRED, SUSSEX COUNTY, CONTAINING 3.33 ACRES, MORE OR LESS” (Conditional Use No. 2156) filed on behalf of Christine and Joseph R. Hudson, with the following conditions:**

- A. All of the Applicant’s uses occur within the existing structures or outdoors.**
- B. As long as the uses occur within the existing structures, no site plan approvals shall be required from the Planning and Zoning Commission. Any change or expansion of the existing structures shall require site plan approval, and possibly a new public hearing if the changes are substantial.**

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Public  
Hearings/  
CZ 1876  
and  
CU 2169)**

**The two applications of Robert M. and Debora A. Reed (Change of Zone No. 1876 and Conditional Use No. 2169) were consolidated into one Public Hearing.**

**A Public Hearing was held on the Proposed Ordinance entitled “AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A MR MEDIUM-DENSITY RESIDENTIAL DISTRICT FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN LEWES AND REHOBOTH HUNDRED, SUSSEX COUNTY, CONTAINING 6.113 ACRES, MORE OR LESS” (Change of Zone No. 1876) and “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN A MR MEDIUM DENSITY RESIDENTIAL DISTRICT FOR MULTI-FAMILY TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN LEWES AND REHOBOTH HUNDRED, SUSSEX COUNTY, CONTAINING 6.113 ACRE, MORE OR LESS” (Conditional Use No. 2169) filed on behalf of Robert M. and Debora A. Reed (Tax I.D. No. 335-12.06-1.00) (911 Address: 1525 Savannah Road, Lewes).**

**The Planning and Zoning Commission held a Public Hearing on these applications on May 9, 2019 at which time action was deferred. On May 23, 2019, the Commission recommended approval of the Change of Zone and the Conditional Use, with the following conditions:**

- A. The maximum number of residential units shall be 24.**
- B. The Applicant shall form a homeowners or condominium association responsible for the perpetual maintenance of the development roadway, buffers, stormwater management facilities, erosion, and sedimentation control facilities, and other common areas.**
- C. All entrance, intersection, roadway, and multi-modal improvements shall be completed by the Developer in accordance with all DelDOT**

**Public  
Hearings/  
CZ 1876  
and  
CU 2169)  
(continued)**

- requirements.
- D. The project shall be served by Sussex County sewer. The Developer shall comply with all Sussex County Engineering Department requirements including any off-site upgrades necessary to provide service to the project.**
  - E. The project shall be served by central water to provide drinking water and fire protection.**
  - F. There shall be a vegetated or forested buffer of at least 20-feet in width as shown on the Preliminary Plan.**
  - G. As stated by the Applicant, there shall be a 30-foot building setback from the rear of the homes designated as Units 8-14 on the Preliminary Plan.**
  - H. The Applicant shall submit as part of the Final Site Plan a landscape plan showing the proposed tree and shrub landscape design, including the buffer areas.**
  - I. Construction and site work on the property, including deliveries of materials to or from the property, shall only occur between 8:00 a.m. and 6:00 p.m. Monday through Friday, and between 8:00 a.m. and 6:00 p.m. Saturdays between Labor Day and Memorial Day. There shall be no construction activities at the site on Sundays.**
  - J. As stated by the Applicant, there shall be a sidewalk along the western and northern side of the development's roadway and in front of the homes identified as Units 20 through 24 on the Preliminary Site Plan.**
  - K. Street naming and addressing shall be subject to the review and approval of the County Mapping and Addressing Departments.**
  - L. The Final Site Plan shall contain the approval of the Sussex County Conservation District for the design and location of all stormwater management areas and erosion and sedimentation control facilities.**
  - M. There shall be twelve (12) additional off-street parking spaces provided within the site for visitor parking. These spaces shall be shown on the Final Site Plan.**
  - N. All streetlights shall be downward screened so that they do not shine on neighboring properties or roadways.**
  - O. The street shall meet or exceed County road standards and design requirements.**
  - P. The Final Site Plan shall be subject to the review and approval of the Sussex County Planning and Zoning Commission.**

**It was noted that a letter was received from Art Sullivan, an adjacent property owner. The letter was made a part of the record.**

**The Council found that the Applicants were present with Jim Fuqua, Attorney, and Ring Lardner of Davis, Bowen & Friedel. Mr. Fuqua and Mr. Lardner discussed the application for a residential community consisting of 24 single family homes situated in a condo style configuration. They stated that the property currently exists with an old house and old chicken houses located on it. They reviewed the surrounding area and adjacent properties, other conditional uses and zonings in the area, the**

Public  
Hearings/  
CZ 1876  
and  
CU 2169)  
(continued)

zoning history of the site, the specifics of the site plan, water and sewer availability, open space, buffers, landscaping, and stormwater management. It was noted that no Traffic Impact Study was required and that the site entrance will be constructed in accordance with DelDOT's requirements.

Mr. Fuqua stated that, prior to the Public Hearing before the Planning and Zoning Commission, the Applicants met with nearby residents. Following the Planning and Zoning Commission's recommendation of approval, the Reeds have agreed to the following additional condition:

Delete "Condition G" as recommended by the Planning and Zoning Commission and substitute "Revised Condition G" in its place, as follows:

**" G. As stated by the Applicant:**

- A. A voluntary building setback line (VBSL) behind the current location of homes #8 through #14 shall be 35 feet from the perimeter property line. The VBSL shall be as shown on the attached plot. The VBSL shall be applicable to all structures including porches, sunrooms, decks and patios.**
- B. All homes constructed adjacent to the VBSL shall be restricted to a maximum height of 28 feet.**
- C. All homes constructed adjacent to the VBSL shall have no windows on the 2nd floor in the rear elevation overlooking the rear yard that are less than 5 feet above the floor surface of that 2nd floor.**
- D. The Applicant (or his designee) shall assume responsibility for implementation of the landscape buffer plantings on VOFP property in compliance with an anticipated modified VOFP POA Master Landscape Plan along the 772 foot common boundary between VOFP East and 1525 Savannah Road and assumes the expenses for maintenance of the plantings for one year. After one year, the VOFP POA accepts responsibility for all maintenance of plantings. The existing VOFP POA Master Landscape Plan will be modified by the VOFP POA Landscape Architect and approved for implementation through the VOFP POA Grounds Compliance Process. The VOFP POA Landscape Architect and Applicant (or his designee) will adhere to a budget of no more than \$25,000 for the implementation of the modified VOFP POA Master Landscape Plan. The additional screening/tree density offered will enhance property site lines for the homeowners in the VOFP and in the proposed community. Plan implementation shall be made in accordance with VOFP POA approved Compliance Process and within 30 days after the settlement of the sale of the 5th finished home to an end Buyer (not a model home)."**

Mr. Fuqua referenced a June 10, 2019 letter from area property owners outlining the above amendment to Condition G and referencing the withdrawal of their objections to the applications, with the amendment to Condition G.



(continued) There were no public comments.

The Public Hearing and public record were closed.

M 323 19  
Adopt  
Ordinance  
No. 2662/  
CZ 1876

A Motion was made by Mr. Burton, seconded by Mr. Hudson, to Adopt Ordinance No. 2662 entitled "AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A MR MEDIUM-DENSITY RESIDENTIAL DISTRICT FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN LEWES AND REHOBOTH HUNDRED, SUSSEX COUNTY, CONTAINING 6.113 ACRES, MORE OR LESS" (Change of Zone No. 1876) filed on behalf of Robert M. and Debora A. Reed.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea

M 324 19  
Amend  
Condition  
G/  
CU 2169

A Motion was made by Mr. Burton, seconded by Mr. Hudson, to amend Condition G by deleting the current "Condition G" as recommended by the Planning and Zoning Commission (Conditional Use No. 2169) and substitute "Revised Condition G" in its place, as follows:

" G. As stated by the Applicant:

- A. A building setback line (BSL) behind the current location of homes #8 through #14 shall be 35 feet from the perimeter property line. The BSL shall be as shown on the attached plot. The BSL shall be applicable to all structures including porches, sunrooms, decks and patios.
- B. All homes constructed adjacent to the BSL shall be restricted to a maximum height of 28 feet.
- C. All homes constructed adjacent to the BSL shall have no windows on the 2nd floor in the rear elevation overlooking the rear yard that are less than 5 feet above the floor surface of that 2nd floor.
- D. The Applicant (or his designee) shall assume responsibility for implementation of the landscape buffer plantings on VOFP property in compliance with an anticipated modified VOFP POA Master Landscape Plan along the 772 foot common boundary between VOFP East and 1525 Savannah Road and assumes the expenses for maintenance of the plantings for one year. After one year, the VOFP POA accepts responsibility for all maintenance of plantings. The existing VOFP POA Master Landscape Plan will be modified by the VOFP POA Landscape Architect and approved for implementation through the VOFP POA Grounds Compliance Process. The VOFP POA Landscape Architect and Applicant (or his designee) will adhere to a budget of no more than \$25,000 for the implementation

**M 324 19  
Amend  
Condition  
G/  
CU 2169  
(continued)**

**of the modified VOFP POA Master Landscape Plan. The additional screening/tree density offered will enhance property site lines for the homeowners in the VOFP and in the proposed community. Plan implementation shall be made in accordance with VOFP POA approved Compliance Process and within 30 days after the settlement of the sale of the 5th finished home to an end Buyer (not a model home)."**

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**M 325 19  
Adopt  
Ordinance  
No. 2663/  
CU 2169**

**A Motion was made by Mr. Burton, seconded by Mr. Hudson, to Adopt Ordinance No. 2663 entitled "AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN A MR MEDIUM DENSITY RESIDENTIAL DISTRICT FOR MULTI-FAMILY TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN LEWES AND REHOBOTH HUNDRED, SUSSEX COUNTY, CONTAINING 6.113 ACRE, MORE OR LESS" (Conditional Use No. 2169) filed on behalf of Robert M. and Debora A. Reed, with the following conditions, as amended:**

- A. The maximum number of residential units shall be 24.**
- B. The Applicant shall form a homeowners or condominium association responsible for the perpetual maintenance of the development roadway, buffers, stormwater management facilities, erosion, and sedimentation control facilities, and other common areas.**
- C. All entrance, intersection, roadway, and multi-modal improvements shall be completed by the Developer in accordance with all DeIDOT requirements.**
- D. The project shall be served by Sussex County sewer. The Developer shall comply with all Sussex County Engineering Department requirements including any off-site upgrades necessary to provide service to the project.**
- E. The project shall be served by central water to provide drinking water and fire protection.**
- F. There shall be a vegetated or forested buffer of at least 20-feet in width as shown on the Preliminary Plan.**
- G. As stated by the Applicant:**
  - 1. A building setback line (BSL) behind the current location of homes #8 through #14 shall be 35 feet from the perimeter property line. The BSL shall be as shown on the attached plot. The BSL shall be applicable to all structures including porches, sunrooms, decks and patios. (Attachment to final ordinance.)**
  - 2. All homes constructed adjacent to the BSL shall be restricted to a maximum height of 28 feet.**
  - 3. All homes constructed adjacent to the BSL shall have no windows on the 2nd floor in the rear elevation overlooking the**

**M 325 19  
Adopt  
Ordinance  
No. 2663/  
CU 2169  
(continued)**

- rear yard that are less than 5 feet above the floor surface of that 2nd floor.
4. **The Applicant (or his designee) shall assume responsibility for implementation of the landscape buffer plantings on VOFP property in compliance with an anticipated modified VOFP POA Master Landscape Plan along the 772 foot common boundary between VOFP East and 1525 Savannah Road and assumes the expenses for maintenance of the plantings for one year. After one year, the VOFP POA accepts responsibility for all maintenance of plantings. The existing VOFP POA Master Landscape Plan will be modified by the VOFP POA Landscape Architect and approved for implementation through the VOFP POA Grounds Compliance Process. The VOFP POA Landscape Architect and Applicant (or his designee) will adhere to a budget of no more than \$25,000 for the implementation of the modified VOFP POA Master Landscape Plan. The additional screening/tree density offered will enhance property site lines for the homeowners in the OFP and in the proposed community. Plan implementation shall be made in accordance with VOFP POA approved Compliance Process and within 30 days after the settlement of the sale of the 5th finished home to an end Buyer (not a model home).”**
  - H. **The Applicant shall submit as part of the Final Site Plan a landscape plan showing the proposed tree and shrub landscape design, including the buffer areas.**
  - I. **Construction and site work on the property, including deliveries of materials to or from the property, shall only occur between 8:00 a.m. and 6:00 p.m. Monday through Friday, and between 8:00 a.m. and 6:00 p.m. Saturdays between Labor Day and Memorial Day. There shall be no construction activities at the site on Sundays.**
  - J. **As stated by the Applicant, there shall be a sidewalk along the western and northern side of the development’s roadway and in front of the homes identified as Units 20 through 24 on the Preliminary Site Plan.**
  - K. **Street naming and addressing shall be subject to the review and approval of the County Mapping and Addressing Departments.**
  - L. **The Final Site Plan shall contain the approval of the Sussex County Conservation District for the design and location of all stormwater management areas and erosion and sedimentation control facilities.**
  - H. **There shall be twelve (12) additional off-street parking spaces provided within the site for visitor parking. These spaces shall be shown on the Final Site Plan.**
  - I. **All streetlights shall be downward screened so that they do not shine on neighboring properties or roadways.**
  - J. **The street shall meet or exceed County road standards and design requirements.**
  - K. **The Final Site Plan shall be subject to the review and approval of the Sussex County Planning and Zoning Commission.**

**Motion Adopted: 5 Yeas.**

**M 325 19  
(continued)**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**M 326 19  
Adjourn**

**At 2:30 p.m., a Motion was made by Mr. Burton, seconded by Mr. Rieley, to adjourn.**

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Respectfully submitted,**

**Robin A. Griffith  
Clerk of the Council**

*{An audio recording of this meeting is available on the County's website.}*

GINA A. JENNINGS, MBA, MPA  
FINANCE DIRECTOR

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gjennings@sussexcountyde.gov



**Sussex County**

DELAWARE  
sussexcountyde.gov

MEMORANDUM:

TO: Sussex County Council  
The Honorable Michael H. Vincent, President  
The Honorable Irwin G. Burton III, Vice President  
The Honorable Douglas B. Hudson  
The Honorable John L. Rieley  
The Honorable Samuel R. Wilson Jr.

FROM: Andrea M. Wall  
Manager of Accounting

SUBJECT: **INSURANCE RECOMMENDATION**

DATE: June 20, 2019

As we approached the renewal of our insurance package on July 1, our broker Alliant recommended that Sussex County market our property and liability package. These lines were targeted for marketing this year due to the hardening property market in which many accounts seeing double digit increases without claim activity. Alliant wanted to ensure that the pricing we were receiving for our property line was competitive and offered the best value to the County.

The recommendation and previous practice are not to market each line of insurance every year. Doing so causes the carriers and underwriters to lose trust in the County's insurance program possibly resulting in increased rates. Therefore, our other lines of insurance, including workers compensation and public officials, were not marketed during this cycle.

Although Alliant approached over twelve markets with our property and liability package, we only received quotes from our incumbent Glatfelter and a combined Great American/Liberty Mutual quote. Many of the other markets declined because they are unable to match the pricing we are currently receiving, some citing pricing that would be twice our expiring premium.

On Tuesday, I will be recommending we remain with Glatfelter for our property and liability package coverages. Although the Great American/Liberty quote was competitive, the price was slightly higher. In addition, there were many concerns about the exclusions they were writing into the policy. This recommendation is supported by our insurance consultant, Scott Agar.

For your reference I have included an overview of each line of coverage with the expiring cost and the premium for FY 20. The coverages that were marketed are shown in bold.



Although we are presenting a slight increase in cost, it reflects current market conditions and not the claim activity or insurability of Sussex County. In addition, our increase is under 5%. Many other jurisdictions are seeing much larger increases even with no claim activity.

Scott Agar from Insurance Buyers Council, as well as John Wink, and Tony Tamburro from Alliant will be available to discuss the process further and answer any questions.

# Sussex County Insurance Overview FY 20

Coverage Type	Expiring Costs	Recommended Placement	FY 20	Change	Deductible	Comments
<b>Property &amp; Inland Marine</b>	193,047.00	Glatfelter	203,297.00	10,250.00	50,000.00	\$298,367,797 Insured Value
Pipeline Floater	52,240.00	Chubb/ACE	52,240.00	-	50,000.00	\$3 M in coverage
<b>Eqpt Breakdown</b>	16,847.00	C N A	18,816.00	1,969.00	10,000.00	\$25 M in coverage
Workers Comp	548,161.00	Liberty Mutual	553,683.00	5,522.00	-	Exp Mod slightly increased .865
<b>General Liability</b>	44,254.00	Glatfelter	52,548.00	8,294.00	-	\$1M in coverage per occurrence \$3M aggregate
<b>Business Auto</b>	170,589.00	Glatfelter	188,190.00	17,601.00	1,000.00	259 vehicles 59 trailers
<b>Umbrella</b>	67,187.00	Glatfelter	73,753.00	6,566.00	10,000.00	\$9M in coverage
Airport Liability	4,775.00	Chubb/ACE	4,775.00	-	-	\$20 M in coverage, and includes coverage for Wings & Wheels
Public Officials	193,108.00	Western World	202,832.00	9,724.00	250,000.00	\$10 M Coverage Includes Choice of Counsel Endorsement \$250,000 across the board deductible
Crime	13,387.00	Great American	13,789.00	402.00	50,000.00	\$15M in coverage
Cyber	15,500.00	Beazley	15,500.00	-	10,000.00	Increased limits to \$2M
Pollution	15,775.00	Chubb	16,564.00	789.00	50,000.00	New Line \$2 M coverage
Fiduciary	8,458.00	Hudson	8,458.00	-	25,000.00	\$1M coverage
Broker Fee	100,000.00		100,000.00	-		Previously Included in Premium
Additional Enhancements	10,000.00		10,000.00	-		Additional Flood, Leased Equipment, etc.
<b>Total</b>	<b>1,453,328.00</b>		<b>1,514,445.00</b>	<b>61,117.00</b>	<b>4.21%</b>	

Coverages in Bold marketed during the FY 20 renewal cycle

\*additional sublimits may apply to various circumstances

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**Sussex County**

DELAWARE  
sussexcountyde.gov

**MEMORANDUM:**

**TO:** Sussex County Council  
The Honorable Michael H. Vincent, President  
The Honorable Irwin G. Burton III, Vice President  
The Honorable Douglas B. Hudson  
The Honorable John L. Rieley  
The Honorable Samuel R. Wilson Jr

**FROM:** Katrina M. Mears  
Manager of Billing Services, Collections and Treasury

**RE:** **Bill Print and Mailing Services RFP Award**

**DATE:** June 20, 2019

A Request for Proposal (RFP) was done recently for bill printing and mailing services for our annual tax and sewer quarterly billings. Our previous contract expired and to ensure we are getting the best value for our services, we issued an RFP. We received eight proposals: Touch Point Communications, Barton and Cooney, The Master's Touch, Quest Mark Info, South Data, That Data Center, ENCO Utility Services and Center City Mailing. A summary of the bid evaluations and a pricing analysis of each bidder is attached. The bids were graded on total cost, experience, technical approach and turn-around time.

Based upon an evaluation completed by myself and Andrea Wall, it is recommended that Sussex County select Touch Point Communications to provide bill print and mailing services for the next three fiscal years with the option to extend the contract for another three years, by mutual agreement.

Please let me know if you have any questions.

Attachment

pc: Mr. Todd F. Lawson



**Bill Print and Mailing RFP Results**  
**20-Jun-19**

Vendor Name	Tax	Supplemental	Late Notices	Sewer	Total Base Cost	Cost (25%)	Experience (25%)	Technical Approach (25%)	Turn Around Time (25%)	Total
TouchPoint Communications	\$ 5,600.00	\$ 300.00	\$ 600.00	\$ 11,200.00	\$ 17,700.00	5	5	5	5	20
Barton and Cooney	\$ 9,891.00	\$ 426.00	\$ 848.00	\$ 19,784.00	\$ 30,949.00	4	2	2	2	10
The Master's Touch	\$ 9,660.00	\$ 720.00	\$ 1,440.00	\$ 21,280.00	\$ 33,100.00	3	5	5	5	18
Quest Mark Info	\$ 10,780.00	\$ 462.00	\$ 924.00	\$ 21,560.00	\$ 33,726.00	3	3	3	3	12
South Data	\$ 13,300.00	\$ 570.00	\$ 1,140.00	\$ 26,600.00	\$ 41,610.00	2	5	5	5	17
The Data Center, UT	\$ 14,140.00	\$ 606.00	\$ 1,212.00	\$ 28,280.00	\$ 44,238.00	2	5	5	5	17
ENCO Utility Services, FL	\$ 17,220.00	\$ 918.00	\$ 1,836.60	\$ 34,453.76	\$ 54,428.36	1	5	5	5	16
Center City	\$ 16,820.30	\$ 1,227.48	\$ 2,044.48	\$ 38,000.00	\$ 58,092.26	1	1	1	1	4

## ENGINEERING DEPARTMENT

ADMINISTRATION	(302) 855-7718
AIRPORT & INDUSTRIAL PARK	(302) 855-7774
ENVIRONMENTAL SERVICES	(302) 855-7730
PUBLIC WORKS	(302) 855-7703
RECORDS MANAGEMENT	(302) 854-5033
UTILITY ENGINEERING	(302) 855-7717
UTILITY PERMITS	(302) 855-7719
UTILITY PLANNING	(302) 855-1299
FAX	(302) 855-7799



# Sussex County

DELAWARE  
sussexcountype.gov

HANS M. MEDLARZ, P.E.  
COUNTY ENGINEER

## MEMORANDUM

TO: Sussex County Council  
The Honorable Michael H. Vincent, President  
The Honorable Irwin G. Burton III, Vice President  
The Honorable Samuel R. Wilson, Jr.  
The Honorable John L. Rieley  
The Honorable Douglas B. Hudson

FROM: Hans Medlarz, P.E., County Engineer

RE: ***Delaware Center for the Inland Bays, Site Reforestation & Meadow Creation***  
***A. Sussex County Landfill #6 Omar, Project Authorization***

DATE: June 25, 2019

Sussex County has partnered with the Delaware Center for Inland Bays (CIB) on numerous occasions. Both parties wish to continue partnerships in the Inland Bays, as part of the Comprehensive Conservation and Management Plan (CCMP) while at the same time gaining credits under the proposed County's Clean Water Enhancement Program.

The first opportunity to restore a landfill buffer area arose at the Angola Landfill #3. The site is in proximity of a perennial streams which ultimately drains to Rehoboth Bay. On January 29, 2019 Council approved CIB's Reforestation & Meadow Creation Proposal, at a cost not to exceed \$10,386.07. On April 6, 2019 almost 2,500 trees were planted by CIB staff and volunteers. On June 18, 2019 Council approved an amendment of \$1,557.98 closing out the project.

The CIB now proposes a two-phase, multiyear reforestation and wetland creation project in cooperation with the Sussex Conservation District on the previously farmed property protecting waterways and wetlands, reducing nutrient loading as well as sustaining various animal species. The 20-acre parcel located off Burbage Road is uniquely suited for this approach because a first order stream and tax ditch, Blackwater Creek, runs adjacent to the parcel, draining nutrients and runoff to the Little Assawoman Bay.

The Engineering Department now requests approval of CIB's proposal in an amount not to exceed \$211,151.00. Capital project funding has been budgeted in FY20 under the landfill section of the budget. In addition, the completed project will generate future credits under the County's Clean Water Enhancement Program offsetting the capital cost.





DELAWARE CENTER FOR THE  
**INLAND BAYS**  
Research. Educate. Restore.

## Afforestation & Wetland Creation at Burbage Road

**Project Lead:** Delaware Center for the Inland Bays  
39375 Inlet Road, Rehoboth Beach, DE 19971  
*Project Coordinator:* Victoria Spice  
[vspice@inlandbays.org](mailto:vspice@inlandbays.org), (302) 226-8105 x 116

**Project Partner:** Sussex County  
P.O Box 589, Georgetown, DE 19947  
*Contact:* Hans Medlarz  
[hans.medlarz@sussexcountyde.gov](mailto:hans.medlarz@sussexcountyde.gov), (302) 855-7718

---

Christopher Bason, Executive Director  
Delaware Center for the Inland Bays

## Project Description

The Delaware Center for the Inland Bays (CIB) proposes to partner with Sussex County and Sussex Conservation District (SCD) on the implementation of a project to re-establish a wetland forest on approximately 20 total acres of land formerly leased for crop production. The location of the project site as well as the draft design concept, are shown in Figures 1 & 2. The project will result in a native, mixed hardwood forest surrounding two constructed wetlands.

The **Burbage Road Project** is a 20-acre parcel located off of Burbage Road in Frankford, DE (38.535151, -75.166912). This parcel ranks "Low" in CIB's Reforestation Model with a final score of 5.330222; however, has significant ecological value because of its proximity to a superfund site, and the parcel's designation as part of the Groundwater Management Zone. In addition, the first order stream and tax ditch, Blackwater Creek, runs adjacent to the parcel, draining nutrients and runoff to Little Assawoman Bay. Also on the property is a power line owned by Delmarva Power, requiring a 150' easement. Additionally, there is a 16.5' easement for the Blackwater Tax Ditch along the East boundary, and a 15' right of way for Delaware Department of Transportation along Burbage Road.

Surveys conducted by DNREC, NRCS and SCD uncovered that the parcel's hydrology and saturated soils would be best suited for a constructed wetland best management practice. The project can be divided into two phases; the first phase will include construction of the two wetlands totaling ~1.76 acres, and the second phase will include the vegetation of wetlands and the afforestation of the remaining ~8.47 acres.

The proposed restoration work addresses multiple elements of water quality and habitat management plans for the Inland Bays watershed, including the *Inland Bays Pollution Control Strategy*, *Delaware Inland Bays Comprehensive Conservation and Management Plan* under Section 320 of the Clean Water Act, *The Inland Bays Habitat Enhancement Plan*, and the *2015-2025 Delaware Wildlife Action Plan*.

## Scope of Work

### Phase I - Construction

The wetland construction, engineering and administration will be managed by the SCD. Under Delaware Title 7, Sediment and Stormwater Regulations, the project plan must be approved by the SCD. The SCD will finalize engineering plans and submit internally for approval to begin excavation by the end of August 2019. The site will be stabilized post construction using temporary seed mix. The CIB will work with a Delaware Certified Landscape Architect to develop the Landscaping Plans also required under the Sediment and Stormwater Regulations.

### Phase II - Vegetation

The CIB will manage the Landscape Architect and Forestry Consultant needed to coordinate the wetland planting as well as the afforestation. This Phase is highly contingent upon the availability of wetland plants needed to vegetate the wetlands. The goal is to plant wetland plants in the Fall following construction, and the tree seedlings in the Spring of 2020. However, this Phase requires a high volume of plants sourced from a regional certified wetland nursery, so plantings may need to be done in phases as plants become available. Volunteer labor will be used to plant wetland plants and reduce costs. The CIB will develop a second proposal to be submitted to the County that details these vegetation, labor and consulting costs. For now, placeholders have been inserted into the Phase II budget below.

### Proposed Implementation Timeline:

- July 15, 2019 - Landscaping Plan submitted to SCD for final plan approval, begin Sussex Conservation District 30-day review period.
- September 15, 2019 - Construction complete, site stabilized, site inspection 90-days post construction.
- November 30, 2019 – April 1, 2020 - Wetland & berm planting complete.
- April 1, 2020 - Afforestation planting complete, site inspection 2 years post planting.

## Budget:

Phase I - Construction	Total
<u>CIB Labor</u>	
CIB Project Manager (200 hrs)	\$ 7,012
CIB Science & Rest. Coordinator (8 hrs)	\$ 708
<u>Contracted Services</u>	
Sussex Conservation District - Excavation & Construction of 2 wetland ponds and berms	\$ 63,452
Sussex Conservation District - Administrative & Engineering (engineering, survey layout/ as-built, N.O.I. fees for 3 years, standard plan, plan review, construction & maintenance inspection)	\$ 20,585
Landscape Architect - DE Certified Landscaping Plan	\$ 12,500
<u>Travel</u>	
Personal vehicle (.535/mile) - 10 trips	\$ 118
<u>Contingency</u>	
20% applied to all CIB projects	\$ 20,875
<b>PHASE I TOTAL:</b>	<b>\$ 125,250</b>

Phase II- Vegetation	Total
<u>Labor (Placeholders)</u>	
CIB Project Manager (200 hrs)	\$ 7,012
CIB Science & Rest. Coordinator (8 hrs)	\$ 708
CIB Forestry Consultant (25 hours)	\$ 688
CIB Communications Specialist (24 hrs)	\$ 1,141
CIB Volunteer Labor (300 hrs @ \$25.42)	\$ 7,626
<u>Contracted Services (Placeholders)</u>	
Tree Seedling Planting	\$ 2,500
Wetland Planting	\$ 13,000
<u>Materials and Supplies (Placeholders)</u>	
Bare root tree stock	\$ 4,000
Shrubs for berms	\$ 5,000
Wetland Plants	\$ 34,145
Volunteer transportation & supplies	\$ 2,000
<u>Travel (Placeholders)</u>	
Personal vehicle (.535/mile) - 10 trips	\$ 118
<u>Contingency</u>	
20% applied to all CIB projects	\$ 15,588
<b>PHASE II TOTAL:</b>	<b>\$ 85,900</b>

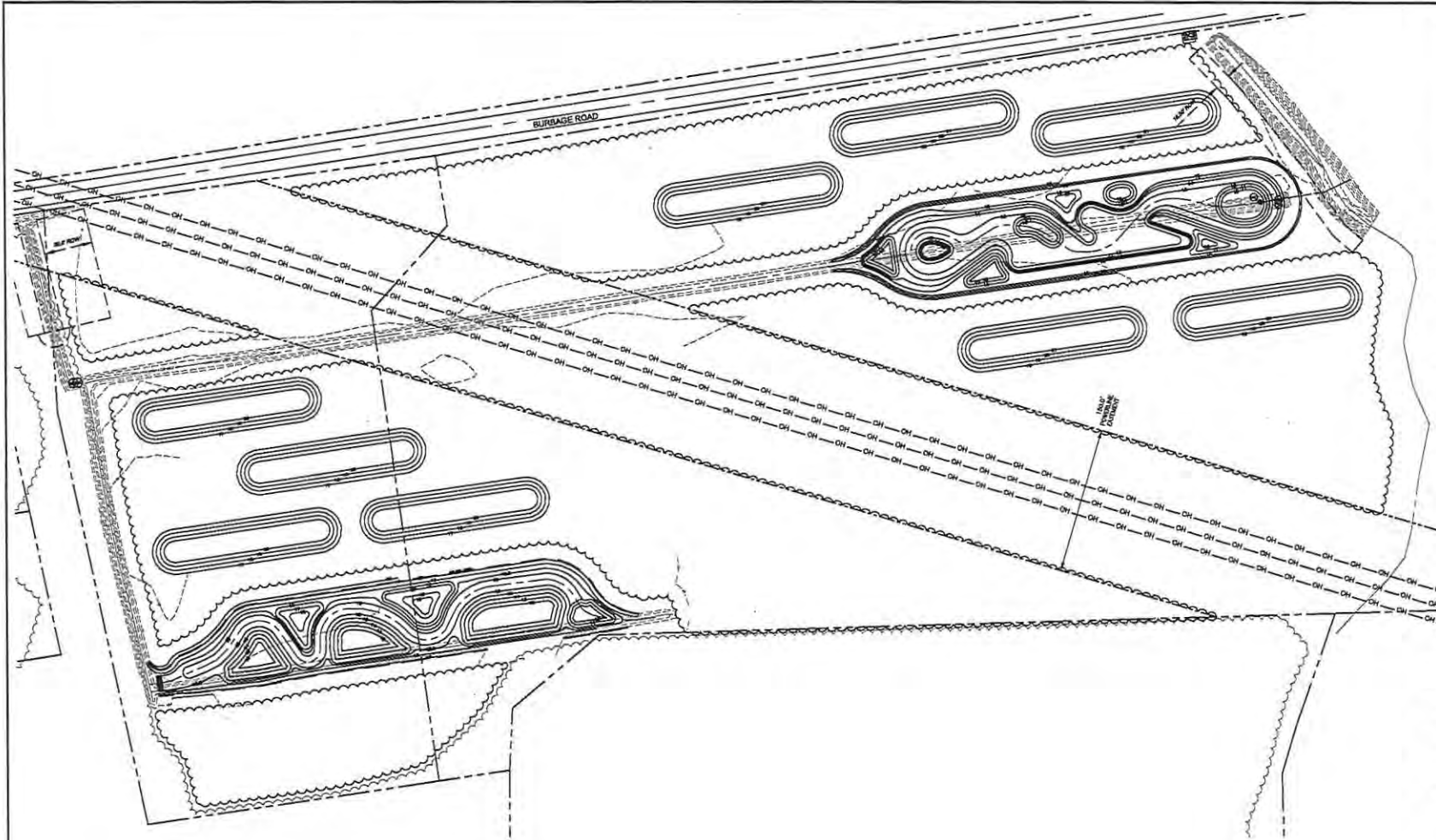
Total project cost & funds requested: \$211,151

Total funds matched: \$7,626

Figure 1. Inland Bays watershed, showing location of the project site:



Figure 2. Drafted Design Concept:



**LOCATION MAP**

**PROJECT INFORMATION**

**PLAN DATE:** JUNE 11, 2019  
**OWNER:** SUSSEX COUNTY  
 C/O HANS MEDLARZ  
 COUNTY ENGINEER  
 P.O. BOX 508  
 GEORGETOWN, DE 19847  
 PH: 302-739-8921  
**APPLICANT:** SUSSEX CONSERVATION DISTRICT  
 C/O DAVID BAIRD  
 DISTRICT COORDINATOR  
 23819 SHORTLY RD  
 GEORGETOWN, DE 19847  
 PH: 302-658-2105  
**PROJECT LOCATION:** BURRAGE ROAD  
 FRANKFORD, DE 19945  
**TAX MAP:** 134-15.00-5.01  
 DEED BOOK: 4811, PG: 188  
 134-15.00-5.02  
 DEED BOOK: 4327, PG: 39  
**ZONING:** AR-1  
**PARCEL AREA:** 20.02 +/- ACRES (TOTAL)  
**LIMIT OF DISTURBANCE:** 2.33 +/- ACRES  
**AFFORESTATION AREA:** 8.47 +/- ACRES  
**INTENDED USES:** AFFORESTATION  
 WETLAND CONSTRUCTION  
**WATER SUPPLIER:** N/A  
**SEWER PROVIDER:** N/A  
**PHASES:** 1  
**MAX. BUILDING HT:** N/A  
**SETBACKS:** FRONT: 40'  
 SIDE: 15'  
 REAR: 20'  
**FLOOD ZONE:** X UNSHADED PER FEMA FLOOD  
 MAP 100050408X DATED  
 MARCH 16, 2015  
**WETLANDS:** NOT DELINEATED

**LEGEND**



**Owner's Certification Statement:**  
 "I, the undersigned, certify that all land clearing, construction and development shall be done pursuant to the approved plan and that responsible personnel (A., Blue Card Holder) involved in the land disturbance will have a Certification of Training prior to initiation of the project, as a DNR/EC sponsored or approved training course by the control of erosion and sediment during construction. In addition, I grant the DNR/EC Wetland and Stormwater Program and/or the relevant Delaware Agency the right to conduct on-site review."

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 SUSSEX COUNTY  
 C/O HANS MEDLARZ  
 COUNTY ENGINEER  
 P.O. BOX 508  
 GEORGETOWN, DE 19847  
 PH: 302-739-8921

**Licensed Professional Certification:**  
 "I hereby certify that this plan has been prepared under my supervision and to the best of my knowledge complies with the applicable state and local regulations and ordinances."

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 JOHN B. ROACH, P.E.  
 2014 MELBORN ROAD  
 GEORGETOWN, DELAWARE 19847  
 PHONE NO. 302-866-4111

**SITE PLAN**  
 FOR  
**BURRAGE ROAD WATER QUALITY IMPROVEMENT PROJECT**  
 SITUATE IN:  
 BURRAGE ROAD, OCEAN VIEW, DELAWARE 19970  
 BALTIMORE HUNDRED, SUSSEX COUNTY



2014 MELBORN ROAD  
 GEORGETOWN, DELAWARE 19847  
 PHONE NO. 302-866-4111  
**Drawn By:** YZ **Date:** 05/11/2019  
**Scale:** 1" = 50' **SHEET:** 1



## ENGINEERING DEPARTMENT

ADMINISTRATION	(302) 855-7718
AIRPORT & INDUSTRIAL PARK	(302) 855-7774
ENVIRONMENTAL SERVICES	(302) 855-7730
PUBLIC WORKS	(302) 855-7703
RECORDS MANAGEMENT	(302) 854-5033
UTILITY ENGINEERING	(302) 855-7717
UTILITY PERMITS	(302) 855-7719
UTILITY PLANNING	(302) 855-1299
FAX	(302) 855-7799



# Sussex County

DELAWARE  
sussexcountype.gov

HANS M. MEDLARZ, P.E.  
COUNTY ENGINEER

## Memorandum

**TO:** Sussex County Council  
The Honorable Michael H. Vincent, President  
The Honorable Irwin G. Burton III, Vice President  
The Honorable Samuel R. Wilson, Jr.  
The Honorable John L. Rieley  
The Honorable Douglas B. Hudson

**FROM:** Hans Medlarz, P.E., County Engineer

**RE:** ***IBRWF Irrigation Rigs Replacement, Project No. 19-21  
Substantial Completion***

**DATE:** June 25, 2019

The Inland Bays Regional Wastewater Facility applies treated effluent to a total of eight (8) center pivot type spray irrigation rigs. Three (3) of these center pivot irrigation rigs were part of the original 1990s Inland Bays Regional Wastewater Facility. Today these rigs are past their useful life and require frequent repairs.

The Environmental Services Division determined that the largest two (2) of the rigs are beyond rebuilt and in need of full replacement. The third rig is slated for eventual replacement with a fixed head type system and therefore only slated for temporary upgrades.

The specifications created for this project contained an alternate bid item for the rebuilding of one (1) of the rigs from the best sections of the existing rigs instead of replacing its entire main trunk line.

On March 19, 2019, Council awarded Sussex Irrigation the project for the removal and full replacement of the largest two (2) original rigs and for the rebuilding effort of the third rig in the amount of \$126,060.00.

Construction commenced on April 15, 2019 and was completed on June 7, 2019. The project including the repair was completed without incurring any change order. Therefore, the County Engineering Department now recommends substantial completion for the project.





# SUSSEX COUNTY GOVERNMENT

## GRANT APPLICATION

### SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Eastern Shore AFRAM Festival, Inc.  
PROJECT NAME: Eastern Shore AFRAM Festival 2019  
FEDERAL TAX ID: 05-0595124 NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: Our mission is to build the community through cultural awareness. We strongly believe in diversity with unity. AFRAM brings together many aspects of the African diaspora, as well as building unity in Sussex County and our neighboring communities.

ADDRESS: P.O. Box 687

Seaford DE 19973  
(CITY) (STATE) (ZIP)

CONTACT PERSON: Herbert G. Quick  
TITLE: Treasurer  
PHONE: 3026294949 EMAIL: herbquick55@gmail.com

**TOTAL FUNDING REQUEST: \$1000.00**

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? \$500.00

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? 33

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Fair Housing                | <input type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural    |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input checked="" type="checkbox"/> Other Festival | <input type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |   |  |                                   |
|---|--|-----------------------------------|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence        | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons            | <input type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input type="checkbox"/> Youth    |
| <input type="checkbox"/> Minority                   | <input checked="" type="checkbox"/> Other Community          |                                   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

1500

## SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

Funding is requested to offset audio, tent and staging costs.

2019 is the 24th edition of the Eastern shore AFRAM Festival. The event began in 1996 as a small basketball tournament in Nutter Park, Seaford. Seven years ago, the event relocated to the Seaford Sports Complex. Relocation allowed the festival to expand, providing adequate parking, and an opportunity to return to the roots of the cultural experience. The Seaford Sports Complex is located directly across the road from the Gov. William H. Ross Plantation, an historic slave-holding plantation, now owned by the Seaford Historical Society.

Eastern Shore AFRAM Festival addressed issues facing the community by including at the event non-profit agencies representing healthcare, government, education, ministry, shelter, and public safety. The presence of these agencies provides an opportunity for the community to access information and services from qualified agency representatives.

Eastern shore AFRAM Festival is one of two major summer events in Seaford's annual calendar. We are not aware of any other African diaspora oriented events in lower Delaware. This is a unique opportunity to bring African diaspora oriented performers to the Seaford community. There is no admission charge for AFRAM guests.

Eastern Shore AFRAM Festival 2019 is a one day, family friendly event scheduled for Saturday, August 12, 2019, from 8:00 A.M. to 8:00 P.M.

Event marketing is achieved through print, television, radio, and internet media. The event is well covered within a 100 mile radius of Seaford, DE.

B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.

### SECTION 4: BUDGET

<b>REVENUE</b>	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	2,000.00
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
Production: Audio Systems	-\$ 1,000.00
Equipment Rental: Tents & Staging	-\$ 2,000.00
<b>TOTAL EXPENDITURES</b>	-\$ 3,000.00
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	-\$ 1,000.00

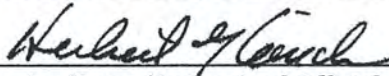
### SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Eastern Shore AFRAM, Inc. agrees that:  
(Name of Organization)

- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
- 2) For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before the funding is released.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**



Applicant/Authorized Official Signature

June 13, 2019

Date



Witness Signature

June 13, 2019

Date

Completed application can be submitted by:

Email: [gjennings@sussexcountyde.gov](mailto:gjennings@sussexcountyde.gov)

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947

*Handwritten initials*

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM**  
**GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

The Sussex County Council makes available a limited amount of funding to non-profit organizations that serve the citizens of Sussex County. Each application for funding shall be evaluated by Sussex County administrative staff and shall be subject to final approval from Sussex County Council.

In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

*Herbert G. Council*  
Applicant/Authorized Official Signature

*Josephine Quick*  
Witness Signature

Treasurer  
Title

June 13, 2019  
Date

*Vincent*  
*6-13-19*  
Rev. 02/2019



# SUSSEX COUNTY GOVERNMENT

## GRANT APPLICATION

### SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Fort Miles Historical Association  
PROJECT NAME: Lighthouse Reach Overlook  
FEDERAL TAX ID: 20-0142663 NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION:

The Fort Miles Historical Association (FMHA) works to educate visitors and students on the historical importance of Fort Miles as a key defensive fortification during WW II. FMHA provides volunteer and fund-raising support for the Fort Miles Museum and Historic Area, a unique WWI coastal battery complex and artillery park featuring representative artifacts and providing experiential educational activities to interpret Delaware's role in coastal defense. The Fort Miles Museum and Historic Area shares personal stories of defending coastal Delaware by US military forces and civilians, and how their actions shaped and influenced community life in Delaware.

ADDRESS: 120 E. Wild Rabbit Run  
Lewes DE 19958  
(CITY) (STATE) (ZIP)

CONTACT PERSON: Mark R. Chura  
TITLE: Executive Director  
PHONE: 302 542 3305 EMAIL: mark@chura-assc.com

### TOTAL FUNDING REQUEST:

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? \_\_\_\_\_

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? 1%



## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fair Housing                | <input type="checkbox"/> Health and Human Services | <input checked="" type="checkbox"/> Cultural    |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input type="checkbox"/> Other _____               | <input checked="" type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence        | <input type="checkbox"/> Homeless         |
| <input checked="" type="checkbox"/> Elderly Persons | <input type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input checked="" type="checkbox"/> Youth |
| <input type="checkbox"/> Minority                   | <input checked="" type="checkbox"/> Other <u>Veterans</u>    |   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

75,000

## SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

Funds are requested to support outdoor lighting and signage for the Lighthouse Reach Overlook. The Overlook is a newly built multi-purpose event and program venue providing over 7,000 square feet of outdoor space. The area feature large concrete pads and a 480 square feet performance stage overlooking the Atlantic Ocean. Functions planned for the space include public programs, meetings, concerts and rental events such as weddings, reunions etc. To date, FMHA has raised over \$600,000 in private and foundation funding to support the construction of the venue and supporting infrastructure. This includes a new access road, parking areas and improvements to adjoining interior spaces to the venue.

In order to make the Overlook fully viable and safe for evening programming and performances, low voltage lighting is required. A request of \$7,500 is made to Council to help offset these costs. Successful installation of lights will benefit programming aimed at seniors and youth, together with programs aimed at honoring our military and those Sussex Countians who supported the defense of our coastline during WWII.

B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.

### SECTION 4: BUDGET

<b>REVENUE</b>	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	10.00
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
Construction of venue and associated parking areas (600,000)	\$ 60.00
<b>TOTAL EXPENDITURES</b>	\$ 600,000.00
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	\$ 610,000.00

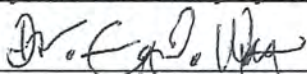
### SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the FMHA agrees that:  
(Name of Organization)

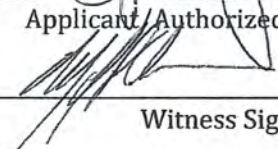
- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
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- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
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- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**



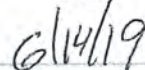
Applicant/Authorized Official Signature



Witness Signature



Date



Date

Completed application can be submitted by:

Email: [gjennings@sussexcountyde.gov](mailto:gjennings@sussexcountyde.gov)

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947



**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM**  
**GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

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In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

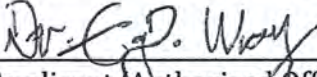
For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

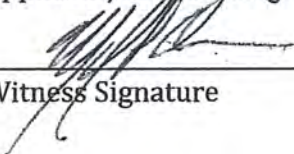
For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

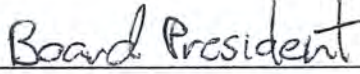
Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

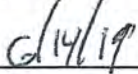
In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

  
\_\_\_\_\_  
Applicant/Authorized Official Signature

  
\_\_\_\_\_  
Witness Signature

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

  
Rev. 02/2019  
6-18-19



# SUSSEX COUNTY GOVERNMENT

## GRANT APPLICATION

### SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Primeros Pasos Early Learning Center

PROJECT NAME: Playground Equipment

FEDERAL TAX ID: 51-0375288 NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: Since 1996, Primeros Pasos has provided safe, affordable and nurturing care and educational support for children in the Georgetown area who would otherwise not have the opportunity for this experience. The mission of Primeros Pasos Early Learning Center is to provide a high quality education in a culturally diverse environment for all children.

ADDRESS: 20648 Savannah Road

Georgetown DE 19947  
(CITY) (STATE) (ZIP)

CONTACT PERSON: Sandy Baker

TITLE: Board President

PHONE: 302-684-8912 EMAIL: bakerudel@comcast.net

**TOTAL FUNDING REQUEST: \$2,000**

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? \$1,365

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? <1%

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fair Housing                | <input checked="" type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural               |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input type="checkbox"/> Other _____                          | <input checked="" type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence                   | <input type="checkbox"/> Homeless         |
| <input type="checkbox"/> Elderly Persons            | <input checked="" type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input checked="" type="checkbox"/> Youth |
| <input checked="" type="checkbox"/> Minority        | <input type="checkbox"/> Other _____                                    |   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

125

## SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

Since 1996, Primeros Pasos has provided safe, affordable and nurturing care and educational support for children in the Georgetown area who would otherwise not have the opportunity for this experience. The mission of Primeros Pasos Early Learning Center is to provide a high quality education in a culturally diverse environment for all children. Many of our students come to us understanding and speaking only Spanish. Our bilingual staff gives the children a sense of security when they know they can understand what is being said to them. Most of the children enrolled in the Early Learning Center come from families residing in the area of Georgetown and the surrounding communities. Their parents typically work in beginning-level jobs that pay little more than minimum wage. Families are referred to Primeros Pasos by friends, area churches, and the public school system.

In 2017, Primeros Pasos opened a new, 4,000 sq. ft., state-of-the-art Early Learning Center on Savannah Road. The center is licensed for up to 47 children ages 12 weeks to 12 years. Primeros Pasos participates in Delaware STARS for Early Success, a program initiated by the Delaware Early Childhood Council to ensure that all children enter school ready to succeed. Following the opening of our new Early Learning Center, Primeros Pasos was evaluated and awarded the highest 5 Star rating by Delaware STARS.

Having reached our enrollment capacity last fall, Primeros Pasos turned its attention to completing the final phase of our capital campaign, which includes construction on the third and final classroom building on our property and adding playground space. These final steps will allow Primeros Pasos to enroll up to 25 more children in the Center, reducing our growing waiting list and providing more working families in our community with quality early care and education for their youth.

The purpose of this grant request is to provide funding for playground equipment for the new Early Learning Center, which will allow Primeros Pasos to accommodate the increased number of students enrolled once the final classroom building has been completed. The new equipment will include a bicycle track, climbing tunnels, playhouses, and slides. The cost of the equipment is \$40,000, which is part of our \$581,400 budget for the remainder of the capital campaign. Primeros Pasos is requesting a grant of \$2,000 from the Sussex County Council to help us pay for a portion of the budget for the playground equipment.

B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.



## SECTION 4: BUDGET

<b>REVENUE</b>	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	579,400.00
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
Building Construction and Renovations	-\$ 250,000.00
Design & Permitting	-\$ 69,100.00
Furnishings	-\$ 84,200.00
Sustainability Fund	-\$ 93,000.00
Telecommunications	-\$ 20,100.00
Contingency	-\$ 25,000.00
Playground Equipment	-\$ 40,000.00
<b>TOTAL EXPENDITURES</b>	-\$ 581,400.00
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	-\$ 2,000.00

## SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Primeros Pasos Inc. agrees that:  
(Name of Organization)

- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
- 2) For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before the funding is released.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**

*Sandy Baker*

Applicant/Authorized Official Signature

3/28/19

Date

*Mary Lou Tietz*

Witness Signature

3/28/19

Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947

*gg*

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM  
GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

The Sussex County Council makes available a limited amount of funding to non-profit organizations that serve the citizens of Sussex County. Each application for funding shall be evaluated by Sussex County administrative staff and shall be subject to final approval from Sussex County Council.

In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

*Sandy Baker*  
Applicant/Authorized Official Signature

*Mary Lou Tietz*  
Witness Signature

Board President  
Title

3/28/19  
Date

*Wilson*  
*6-18-19*  
Rev 02/2019



**SUSSEX COUNTY GOVERNMENT**  
GRANT APPLICATION

**SECTION 1 APPLICANT INFORMATION**

ORGANIZATION NAME: **Grace -N- Mercy**  
PROJECT NAME: **Grace -N- Mercy Summer Youth Camp**  
FEDERAL TAX ID: **38-3655598** NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?  
 YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: Our ultimate goal is to mentor these children as they get older and life happens.  
We want them to know they have options and to always choose the high road.

ADDRESS: **PO BOX 70**  
**GREENWOOD DELAWARE 19950**  
(CITY) (STATE) (ZIP)

CONTACT PERSON: **JOYCE MIZZELLE**  
TITLE: **DIRECTOR**  
PHONE: **302-249-5400** EMAIL: **jmizzelle@aol.com**

**TOTAL FUNDING REQUEST: \$7000**

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? **\$500.00**

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? **50%**

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fair Housing                | <input checked="" type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural               |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input type="checkbox"/> Other                                | <input checked="" type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence                   | <input type="checkbox"/> Homeless         |
| <input type="checkbox"/> Elderly Persons            | <input checked="" type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input checked="" type="checkbox"/> Youth |
| <input type="checkbox"/> Minority                   | <input type="checkbox"/> Other  |   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

45

## SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

In 2003, we observed the lack of youth programs available to low- moderate income families in Greenwood, Delaware. On further investigation, we found that the problem was not unique to Greenwood; most cities/towns in Sussex County also suffered from the same issue. Sadly, the problem persists in 2018, as there are few summer programs available to children of low- moderate income parents. The few programs that are available have openings that fill quickly and sometimes have fees that many families cannot afford. Due to the county's growth, one can surmise that along with the population growth, the need for summer camp programs will also increase.

Our current camp attendee's live in the following cities: Delmar, Laurel, Seaford, Blades, Bridgeville, Greenwood, Millford and Lincoln.

We have structured our program that the children are able to participate in activities they have never experienced. On Monday's, we have presenters from the University of Delaware 4H Extension teach on health, nutrition and life skills. Every Tuesday, we travel to Dover to AMC Theatre to watch an age appropriate movie an activity that some of our children never experience. . Every Wednesday, we travel to Killen's Pond to the waterpark for a day of outside fun. On Thursday's, there are different activities each week including the fire department, state police, and Spatulearn (Chef). We use Monday, Thursday and some Friday afternoons for social skills activities. Our older counselors will play basketball and kickball games with the campers to reinforce social skills taught throughout the week. Also during this time, they are able to demonstrate what using good sportsmanship qualities look like.

~ July 2019 ~						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> Camp Starts Delaware State Police 1:30pm	<b>2</b> AMC Theatre Dover, Delaware \$5 per child	<b>3</b> Killen's Pond Felton, Delaware \$5.00 per child	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> UD COOPERATIVE EXTENSION 11AM	<b>9</b> AMC Theatre Dover, Delaware \$5 per child	<b>10</b> Killen's Pond Felton, Delaware \$5.00 per child	<b>11</b> UD COOPERATIVE EXTENSION 11AM	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> UD COOPERATIVE EXTENSION 11AM	<b>16</b> AMC Theatre Dover, Delaware \$5 per child AMC Theatre Dover, Delaware \$5 per child	<b>17</b> Killen's Pond Felton, Delaware \$5.00 per child	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>CAMP CLOSED</b> <b>JULY 22<sup>ND</sup> TO JULY 26<sup>TH</sup></b>						
<b>28</b>	<b>29</b> UD COOPERATIVE EXTENSION 11AM	<b>30</b> AMC Theatre Dover, Delaware \$5 per child	<b>31</b> Killen's Pond Felton, Delaware \$5.00 per child	Notes:		

~ August 2019 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 UD COOPERATIVE EXTENSION 11AM	2	3
4	5	6 AMC Theatre Dover, Delaware \$5 per child	7 Killen's Pond Felton, Delaware \$5.00 per child	8	9	10
11	12 Cape Henlopen Beach 11am to 3pm	13 AMC Theatre Dover, Delaware \$5 per child <b>Last Day of Game</b>	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.



### SECTION 4: BUDGET

<b>REVENUE</b>	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	1,200.00
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. (Put amounts in as a negative)	
Fuel for (2) 15 passenger Vans: (Van #1 Lincoln, Milford, Greenwood, Ellendale) (Van #2 Seaford, Laurel, Blades, Bridgville & Delmar)	\$ 3,000.00
Meals for Breakfast & Lunch	\$ 1,900.00
Cleaning Supplies (Toilet Paper/Paper Towels)	\$ 250.00
Virginia Air & Space Museum (August 2018) \$15.50 student/ Price Ages: 3-18	\$ 465.00
Killen's Pond Entry Fees	\$ 1,500.00
Sports Equipment	\$ 250.00
Office Supplies	\$ 300.00
AMC Theatre (Every Tuesday)	\$ 900.00
<b>TOTAL EXPENDITURES</b>	<b>\$8,565.00</b>
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	<b>\$7,365.00</b>

### SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Grace -N- Mercy agrees that:  
 (Name of Organization)

- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
- 2) For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before the funding is released.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**

Joyce Mizelle  
Applicant/Authorized Official

6-14-2019  
Date

Jonekia Showell  
Witness

6-14-2019  
Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947

*[Handwritten signature]*

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM**  
**GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

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All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

Joyce Mizzelle  
Applicant/Authorized Official

6-14-2019  
Title

Jonekia Showell  
Witness

6-14-2019  
Date

*Wilson*  
*6-18-19*



# SUSSEX COUNTY GOVERNMENT

## GRANT APPLICATION

### SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Woodbridge High School Marine Corps JROTC Booster Club

PROJECT NAME: 2nd Annual Halloween 5K Run/ Walk

FEDERAL TAX ID: 81-2007291

NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: The mission of the Woodbridge High School Marine Corps JROTC Program is to instill in all cadets a sense of citizenship, community service, self-discipline, respect for authority, personal responsibility, leadership, self-esteem, and service to the United States.

ADDRESS:

Woodbridge High School

14712 Woodbridge Road

Greenwood

DE

19950

(CITY)

(STATE)

(ZIP)

CONTACT PERSON:

Regina Chillas

TITLE:

Vice President (MC JROTC Booster Club)

PHONE:

(302)265-9984

EMAIL: stv94gna@gmail.com

**TOTAL FUNDING REQUEST: \$3,200.00**

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months?

N/A

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? 30%

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fair Housing                | <input type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural               |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input type="checkbox"/> Other                     | <input checked="" type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence        | <input type="checkbox"/> Homeless         |
| <input type="checkbox"/> Elderly Persons            | <input type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input checked="" type="checkbox"/> Youth |
| <input type="checkbox"/> Minority                   | <input type="checkbox"/> Other                               |   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:  
10,000

## SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

The Woodbridge High School Marine Corps JROTC Booster Club is holding its "2nd Annual Halloween 5K Run/ Walk" on October 26, 2019. It will be held at Camp Raider located at the Woodbridge High School at 14712 Woodbridge Road in Greenwood, Delaware 19950. The proceeds from the event benefit the WHS MCJROTC to help establish better learning opportunities for these leaders of tomorrow.

The funding that we are requesting from Sussex County government will go toward operating expenses for the event. This along with sponsorships that we are seeking from local businesses will help us to fund trips, community support activities, training opportunities, and to purchase equipment for the 2019-2020 school year. Our program receives limited funding from the United States Marine Corps and Cadet Command. Last year we had over 35 registered runners and 25 silent heroes. We raised \$3500.00 in profit for our cadets from our 1st Annual 5K event last year.

B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.

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Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.

### SECTION 4: BUDGET

<b>REVENUE</b>	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	0.00
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
TriSports Events set up and marketing fees	-\$ 1,400.00
TriSports Events tee-shirt and award fees	-\$ 1,000.00
Advertising	-\$ 500.00
General supplies	-\$ 200.00
Candy for post event trunk or treat	-\$ 100.00
<b>TOTAL EXPENDITURES</b>	<b>-\$ 3,200.00</b>
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	<b>-\$ 3,200.00</b>

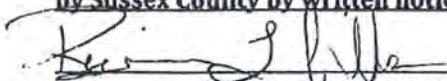
### SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Woodbridge High School Marine Corps JROTC Booster Club agrees that:  
(Name of Organization)

- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
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- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

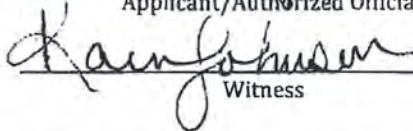
**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**

  
\_\_\_\_\_  
Applicant/Authorized Official

4/12/19

Date

  
\_\_\_\_\_  
Witness

4/12/19

Date

Completed application can be submitted by:

Email: [gjennings@sussexcountyde.gov](mailto:gjennings@sussexcountyde.gov)

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947



*[Handwritten initials]*

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM  
GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

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In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

[Signature]  
Applicant/Authorized Official

Executive Vice President  
Title

[Signature]  
Witness

4-12-19  
Date

*Vincent  
6-18-19*



# SUSSEX COUNTY GOVERNMENT

## GRANT APPLICATION

### SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: The Town of Laurel  
PROJECT NAME: Market Square Park Bandstand Improvements  
FEDERAL TAX ID: 51-6000168 NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: It is the mission of the town to offer a safe community with community activities and improve community togetherness and diversity.

ADDRESS: 201 Mechanic Street  
Laurel De 19956  
(CITY) (STATE) (ZIP)

CONTACT PERSON: Jamie Smith  
TITLE: Town Manager  
PHONE: 3028752277 EMAIL: laureltm@comcast.net

TOTAL FUNDING REQUEST: #2,500

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? 1000.00

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? \_\_\_\_\_

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fair Housing                | <input type="checkbox"/> Health and Human Services | <input checked="" type="checkbox"/> Cultural    |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input type="checkbox"/> Other Community           | <input checked="" type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence                   | <input type="checkbox"/> Homeless         |
| <input checked="" type="checkbox"/> Elderly Persons | <input checked="" type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input checked="" type="checkbox"/> Youth |
| <input checked="" type="checkbox"/> Minority        | <input type="checkbox"/> Other  |   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

2000

## SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

The Town of Laurel has a bandstand located in Market Square Park. The bandstand is used by organizations such as churches, the library, Police Department, Community organizations and the town. The bandstand is used for entertainment to bring the community together. It is also used as a location for education and awareness to our community members and surrounding communities. The bandstand is utilized several times a year by those organizations listed to help bring our community together, share services offered, and community togetherness.

**B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.**

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.

### SECTION 4: BUDGET

<b>REVENUE</b>	0.00
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	0.00
<b>EXPENDITURES</b>	-4000.00
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
<b>TOTAL EXPENDITURES</b>	\$ 4000.00 \$0.00
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	\$4000.00 \$0.00


### SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Town of Laurel agrees that:  
(Name of Organization)

- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
- 2) For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before the funding is released.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**

  
\_\_\_\_\_  
Applicant/Authorized Official Signature

6-18-19  
\_\_\_\_\_  
Date

Alexis E. O'Neil  
\_\_\_\_\_  
Witness Signature

6-18-19  
\_\_\_\_\_  
Date

Completed application can be submitted by:

Email: [gjennings@sussexcountyde.gov](mailto:gjennings@sussexcountyde.gov)

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM**  
**GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

The Sussex County Council makes available a limited amount of funding to non-profit organizations that serve the citizens of Sussex County. Each application for funding shall be evaluated by Sussex County administrative staff and shall be subject to final approval from Sussex County Council.

In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

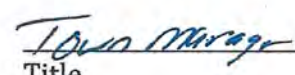
For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

  
\_\_\_\_\_  
Applicant/Authorized Official Signature  
  
\_\_\_\_\_  
Witness Signature

  
\_\_\_\_\_  
Title  
  
6-18-19  
\_\_\_\_\_  
Date

Vincent  
6/18/19  
Rev. 02/2019



# SUSSEX COUNTY GOVERNMENT

## GRANT APPLICATION

### SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: ITN Southern Delaware, Inc.

PROJECT NAME: Quality of Life: Aging in Place, Sussex County, Delaware

FEDERAL TAX ID: 46-4801700 NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: ITN Southern Delaware, Inc. is a non-profit cooperative that strives to provide sustainable, economically viable and consumer-oriented community-based and community supported quality transportation services that are safe and affordable for seniors 55+ and adults with visual impairments throughout Sussex County by building a cooperative transportation network and promoting lifelong safety and mobility; thereby enhancing Quality of Life.

ADDRESS: 24855 Broadkill Road

Milton Delaware 19958  
(CITY) (STATE) (ZIP)

CONTACT PERSON: Janis Hanwell

TITLE: Executive Director

PHONE: 302-448-8486 EMAIL: janis.hanwell@itnsoutherndelaware.org

**TOTAL FUNDING REQUEST:** \$2500.00 per County Council Member

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? \$2500

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? < 3%



## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Fair Housing                | <input checked="" type="checkbox"/> Health and Human Services    | <input type="checkbox"/> Cultural    |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input checked="" type="checkbox"/> Other <u>Quality of Life</u> | <input type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |  |   |                                   |
|--|---|-----------------------------------|
| <input checked="" type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence                   | <input type="checkbox"/> Homeless |
| <input checked="" type="checkbox"/> Elderly Persons            | <input checked="" type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input type="checkbox"/> Youth    |
| <input checked="" type="checkbox"/> Minority                   | <input type="checkbox"/> Other _____                                    |                                   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

300 - 500

## SECTION 3: PROGRAM SCOPE

A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

- Goal**  
ITN Southern Delaware will improve access to health and wellness related services, consumer-related activities, and social/recreational events for seniors 55+ and adults with visual impairments; thereby enhancing their quality of life in Sussex County.
- Problems**
- Seniors in Sussex County have limited access to medical and health related services due to lack of safe, affordable, reliable, transportation alternatives.
    - Many senior living developments, mobile home parks, and condominium complexes do not have the infra-structure to support large transportation vehicle access to their neighborhood (large vans, transit buses, etc.).
  - Seniors inadvertently put a strain on medical practices' personnel resources by canceling appointments due to lack of reliable transportation.
    - Office personnel spend valuable time solely assigned to rescheduling more than 40% of their senior patients' appointments for this reason.
  - Non-driving seniors make 15% fewer trips to doctor appointments and unintentionally overuse emergency medical services by calling 9-1-1 for non-emergency ailments, contributing to the rising costs associated with health insurance.
    - At least 25% of local case managers' home health clients are without safe, reliable, or affordable transportation.
    - Without transportation to their PCP, a call to 9-1-1 ensures a trip to the hospital to see a medical professional.
  - Non-driving seniors make a less positive impact on the local economy than those who drive because they don't want to bother their family or friends for transportation to daily activities.
    - They make 59% fewer trips to local businesses and participate in 65% fewer social/recreational and worship activities; thereby contributing less to local revenues and creating a strain on the local economy.
  - When seniors lose their mobility, independence, and quality of life, they are often forced to move to assisted living facilities or nursing homes before they are ready. This counters our shared vision to allow seniors to age in place.
  - Seniors without reliable, affordable transportation do not enjoy the civic duties and patriotic rights that have always been so important to them.
    - This is an untapped resource that cannot get to the voting booths at election time to show their support. (ITN provides discounted and free trips to the polls for active members/riders.)
- Solution**  
ITN Southern Delaware can provide safe, affordable, reliable transportation to support ALL of the activities listed above and in addition to grant support from The Longwood Foundation, USDA, Highmark BCBS Delaware, DelDOT, ITN is supported by local medical foundations, civic organizations, local churches and businesses concerned about seniors' access to healthcare, activities of daily living, and aging in place. Volunteers drive their own vehicles and are trained to support individuals with visual impairments, dementia, Alzheimer's, and those with mild to moderate mobility issues as long as the individual can transfer from a portable device (cane, walker, wheelchair) into a vehicle with light assistance for balance and dexterity. The non-profit offers outstanding arm-through-arm, door-through-door, personalized customer service. DMV and criminal background checks are required for all ITN volunteers and rides can be scheduled in advance for any day of the week, any time of day, without restriction to their purpose. Thanks to a large pharmaceutical company, rides to eye-related appointments are free for all active members. For those with limited incomes or special circumstances, donations, grants, and partnerships provide ITN Road and Health & Wellness Scholarships. Connections with civic and state organizations, local businesses, and churches are critical in ITN's efforts to recruit an adequate number of volunteers, strengthen current services and expand into other needy areas of Sussex County. ITN is dedicated to improving the quality of life for as many seniors as possible in Sussex County Delaware! ITN ride fees generate a little less than 1/2 of what it actually costs for each ride the non-profit provides. Automobiles must be maintained, technology hardware and software require updating, background checks and training also cost a pretty penny. Recruitment of volunteers and recognition for their selflessness is key to obtaining and retaining superior staff. Without first increasing the number of volunteers, ITN cannot expand services into other communities and towns in Sussex County. Overhead is kept to a minimum, but comparable to many small businesses (utilities, office equipment and supplies, maintenance fees, license and affiliation costs, audits, advertising, and promotional brochures, etc.). Advertising and promotional costs for recruiting volunteers and acquiring members in new communities is very costly from both a monetary and a time standpoint. In the early stages of expansion, the workload for volunteers and employees has increased dramatically, and without additional funds, endorsements and support from key community business owners and public officials, ITN may forfeit the goal to provide services throughout all of Sussex County.

B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.

N/A

### SECTION 4: BUDGET

<b>REVENUE</b>	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	<b>\$ 30,000.00</b>
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
Personnel - Wages & OECs	-\$ 25,000.00
Insurances (auto, liability)	-\$ 7,000.00
Vehicle (2 fleet cars)	-\$ 4,000.00
IT Updates & Support (includes Affiliate Fees)	-\$ 12,500.00
Volunteers/Members (recruitment, training & background checks)	-\$ 3,000.00
Marketing, Printing, Publications, Advertising	-\$ 5,000.00
Professional Fees & Services (accounting, audits, payroll)	-\$ 5,000.00
Materials & Supplies (office, invoicing, postage, etc)	-\$ 6,000.00
<b>TOTAL EXPENDITURES</b>	<b>-\$ 67,500.00</b>
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	<b>\$ 37,500.00</b>


### SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the ITN Southern Delaware, Inc. agrees that:  
(Name of Organization)

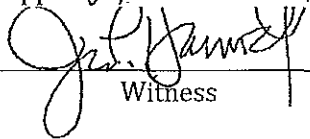
- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
- 2) For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before the funding is released.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**

  
\_\_\_\_\_  
Applicant/Authorized Official

\_\_\_\_\_  
5/14/2019  
Date

  
\_\_\_\_\_  
Witness

\_\_\_\_\_  
5/14/2019  
Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947

Councilmanic Grant Request Non-Profit Grant Program Request

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM  
GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

The Sussex County Council makes available a limited amount of funding to non-profit organizations that serve the citizens of Sussex County. Each application for funding shall be evaluated by Sussex County administrative staff and shall be subject to final approval from Sussex County Council.

In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

Nancy Deitch

Applicant/Authorized Official

John P. Harned  
Witness ITN Executive Director

Board President, ITN Southern Delaware  
Title

5/14/2018  
Date

Rieley  
6-19-19



# SUSSEX COUNTY GOVERNMENT

## GRANT APPLICATION

### SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Millsboro Historical Society

PROJECT NAME: Godwin School

FEDERAL TAX ID: # 51-0313038 NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: To provide a educational & historical setting for community individuals to visit for multiple purposes. This requires maintaining the grounds & building - grass cutting, powerwashing & painting & needed repairs

ADDRESS: Godwin School  
23235 Godwin School Road  
Millsboro Delaware 19966  
(CITY) (STATE) (ZIP)

CONTACT PERSON: Margaret Mitchell - Vice President

TITLE: Millsboro Historical Society

PHONE: 302-934-0820 EMAIL: \_\_\_\_\_

TOTAL FUNDING REQUEST: \$6000.00

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? We received \$5000 in August 2015

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? \_\_\_\_\_

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fair Housing                | <input type="checkbox"/> Health and Human Services | <input checked="" type="checkbox"/> Cultural    |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input type="checkbox"/> Other _____               | <input checked="" type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |   |  |                                   |
|---|--|-----------------------------------|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence        | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons            | <input type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input type="checkbox"/> Youth    |
| <input type="checkbox"/> Minority                   | <input checked="" type="checkbox"/> Other <u>All</u>         |                                   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

525 In State & out of State

## SECTION 3: PROGRAM SCOPE

A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

In July 2018 Godwin School was named and recorded to the National Historical Register. Godwin School is a historical landmark and serves as an icon for how students learned through 1936.

Grant money will be used for general maintenance and grounds keeping projects to include:

- (1) Lawn care + grass cutting
- (2) Spring clean-up
- (3) Electrical
- (4) Power Washing & painting
- (5) Install security system
- (6) Advertising & Open Houses
- (7) Other expenses as needed

These funds will be deposited to the Godwin School Historical Society bank account by the elected treasurer Ant Cathell.

B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.



### SECTION 4: BUDGET

<b>REVENUE</b>	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
Lawn Care & grass cutting (22 x \$100)	2,200.00
Spring grounds clean up	600.00
Electrical	500.00
Power Washing & painting	1,000.00
Security System Installation	900.00
Open House Costs	200.00
Other Expenses (Monthly Security Costs) 12 x 50 months	600.00
<b>TOTAL EXPENDITURES</b>	\$ 6,000.00
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	- 0 - \$ 0.00

### SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Millsboro Historical Society agrees that:  
(Name of Organization)

- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
- 2) For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before the funding is released.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**

Margaret R. Mitchell  
Applicant/Authorized Official Signature

5/17/19  
Date

Susan Webb  
Witness Signature

5/17/19  
Date

Completed application can be submitted by:

Email: [gjennings@sussexcountyde.gov](mailto:gjennings@sussexcountyde.gov)

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947

Draft  
2019

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM**  
**GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

The Sussex County Council makes available a limited amount of funding to non-profit organizations that serve the citizens of Sussex County. Each application for funding shall be evaluated by Sussex County administrative staff and shall be subject to final approval from Sussex County Council.

In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

Margaret Mitchell  
Applicant/Authorized Official Signature

Vice Pres  
Title

[Signature] President  
Witness Signature

May 10, 2019  
Date

Rieley  
6-04-19  
Rev. 02/2019

**To Be Introduced 06/25/19**

**Council District No. 3 - Burton**

**Tax I.D. No. 235-30.00-62.00, 64.00, 66.00, 67.00, 70.00 & 72.00**

**911 Address: None Available**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT AND A MR MEDIUM DENSITY RESIDENTIAL DISTRICT TO A C-3 HEAVY COMMERCIAL DISTRICT FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN BROADKILL HUNDRED, SUSSEX COUNTY, CONTAINING 37.08 ACRES, MORE OR LESS**

**WHEREAS, on the 8th day of May 2019, a zoning application, denominated Change of Zone No. 1890, was filed on behalf of W&B Hudson Family LTD; and**

**WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_\_ 2019, a public hearing was held, after notice, before the Planning and Zoning Commission of Sussex County and said Planning and Zoning Commission recommended that Change of Zone No. 1890 be \_\_\_\_\_; and**

**WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_\_ 2019, a public hearing was held, after notice, before the County Council of Sussex County and the County Council of Sussex County has determined, based on the findings of facts, that said change of zone is in accordance with the Comprehensive Development Plan and promotes the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of Sussex County.**

**NOW, THEREFORE, THE COUNTY OF SUSSEX HEREBY ORDAINS:**

**Section 1. That Chapter 115, Article II, Subsection 115-7, Code of Sussex County, be amended by deleting from the Comprehensive Zoning Map of Sussex County the zoning classification of [AR-1 Agricultural Residential District and MR Medium Density Residential District] and adding in lieu thereof the designation of C-3 Heavy Commercial District as it applies to the property hereinafter described.**

**Section 2. The subject property is described as follows:**

**ALL that certain tract, piece or parcel of land lying and being situate in Broadkill Hundred, Sussex County, Delaware, and lying on the south side of Lewes – Georgetown Highway (Route 9) approximately 340 feet east of Harbeson Road (Route 5) and on the east side of Harbeson Road (Route 5) approximately 456 feet south of Lewes – Georgetown Highway (Route 9) and being more particularly described in the attached legal description prepared by Pennoni, said parcel containing 37.08 acres, more or less.**

**This Ordinance shall take effect immediately upon its adoption by majority vote of all members of the County Council of Sussex County, Delaware.**

TO BE INTRODUCED

JANELLE M. CORNWELL, AICP  
PLANNING & ZONING DIRECTOR  
(302) 855-7878 T  
(302) 854-5079 F  
janelle.cornwell@sussexcountyde.gov



**Sussex County**

DELAWARE  
sussexcountyde.gov

## Memorandum

To: Sussex County Council Members

From: Janelle Cornwell, AICP, Planning & Zoning Director

CC: Everett Moore, County Attorney

Date: June 21, 2019

RE: County Council Report for CU 2173 Roy Richardson

---

The Planning and Zoning Department received an application (CU 2173 Roy Richardson) for a Conditional Use for parcel 234-9.00-6.02 to allow for a catering business to be located at 21170 Doddtown Rd. The Planning and Zoning Commission held a public hearing on May 23, 2019. The following are the draft minutes for the Conditional Use from the Planning and Zoning Commission meetings.

Ms. Cornwell advised the Commission that submitted into the record were a Site Plan, comments from the Sussex Conservation District, the results from DeIDOT Service Level Evaluation request confirming that a Traffic Impact Study ("TIS") was not required, and Sussex County Engineering Department of Utility Planning Division. One letter was received in support of the application was read by Ms. Cornwell into the record.

The Commission found that Mr. Fred Townsend, Attorney with Hudson, Jones, Jaywork and Fisher and Mr. Ray Richardson, the applicant were present on behalf of the application; that Mr. Townsend stated Mr. Richardson is a well-known chef in the area; that the applicant has a history in the area and in the restaurant business; that this is a limited application for a specific purpose and would not result in incremental expansion if approved; that the applicant is seeking to authorize an on-site catering business in a proposed 20 x 24 building placed behind his existing home; that the structure would not be visible from the road; that there are trees behind the proposed structure; that the applicant has support from the adjoining neighbors; that the proposed new structure would be compatible with the existing house; that the proposed structure would include a kitchen to prepare foods, to be delivered from off-site; that there would be no patron visits to the site; that there would be no sales conducted from the site; that there would be no increase or impact on traffic; that Mr. Townsend stated the applicant's name is Ray and not Roy; that the applicant may desire to add one or two employees in the future; that Mr. Richardson stated he has been working in the restaurant business for 45 years; that the proposed business would be low key; that he is trying to make a living; that he would go to the client's house to meet with them and serve the food; that there would be a van to deliver the food; that he does not want a sign; that there would be no deliveries to the site; and that there would be no outside cooking.

The Commission found that no one spoke in favor or in opposition to the application.



COUNTY ADMINISTRATIVE OFFICES  
2 THE CIRCLE | PO BOX 417  
GEORGETOWN, DELAWARE

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

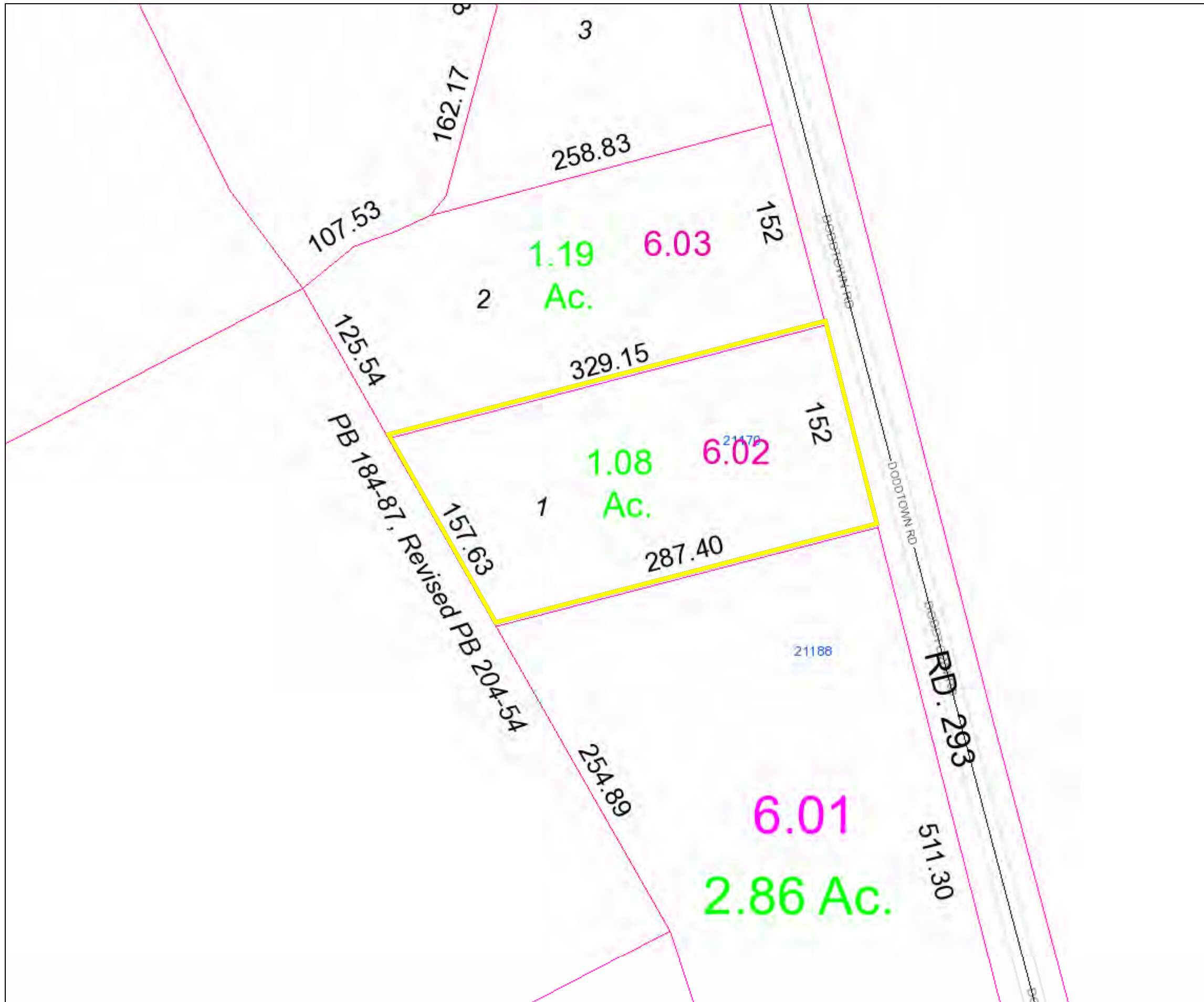
Ms. Stevenson moved that the Commission recommend approval of Conditional Use 2173 for Ray Richardson for a catering business based upon the public hearing and for the following reasons:

1. The use will occur in a building located behind the existing residential structure that is on the property.
2. The applicant has a great deal of restaurant and food prep experience.
3. All food prepared on the site will be delivered off-site. No food service will occur on-site, and there will not be any customers on the site.
4. The use will not adversely impact adjacent properties or roadways.
5. No parties appeared in opposition to the application, and the Applicant stated that his neighbors are all in favor of it.
6. This recommendation is subject to the following conditions:
  - A. The site shall only be used for preparing food for off-site catering.
  - B. The catering preparations shall occur within the 20 by 24 square foot building shown on the Preliminary Plan.
  - C. As stated by the Applicant, no signs shall be permitted.
  - D. The applicant shall comply with any DelDOT requirements for entrance approval.
  - E. Any dumpster located on the site shall be screened from view of the neighboring properties or roadways.
  - F. The Final Site Plan shall be subject to the review and approval of the Sussex County Planning and Zoning Commission.

Motion by Ms. Stevenson, seconded by Ms. Wingate and carried unanimously to forward this application to the Sussex County Council with a recommendation that the application be approved for the reasons and with conditions stated in the motion. Motion carried 4-0.

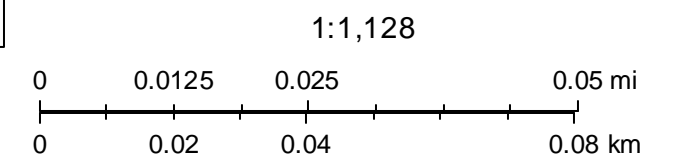


# Sussex County



<b>PIN:</b>	234-9.00-6.02
<b>Owner Name</b>	RICHARDSON CRAIG R
<b>Book</b>	5003
<b>Mailing Address</b>	PO BOX 783
<b>City</b>	LEWES
<b>State</b>	DE
<b>Description</b>	SW/RD 293
<b>Description 2</b>	664'NW/RT 292
<b>Description 3</b>	N/A
<b>Land Code</b>	

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  - Override 1
- Tax Parcels
- 911 Address
- Streets
- County Boundaries







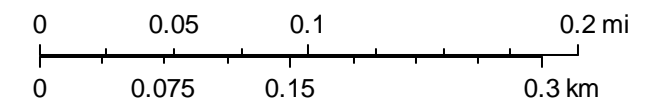
# Sussex County



<b>PIN:</b>	234-9.00-6.02
<b>Owner Name</b>	RICHARDSON CRAIG R
<b>Book</b>	5003
<b>Mailing Address</b>	PO BOX 783
<b>City</b>	LEWES
<b>State</b>	DE
<b>Description</b>	SW/RD 293
<b>Description 2</b>	664'NW/RT 292
<b>Description 3</b>	N/A
<b>Land Code</b>	

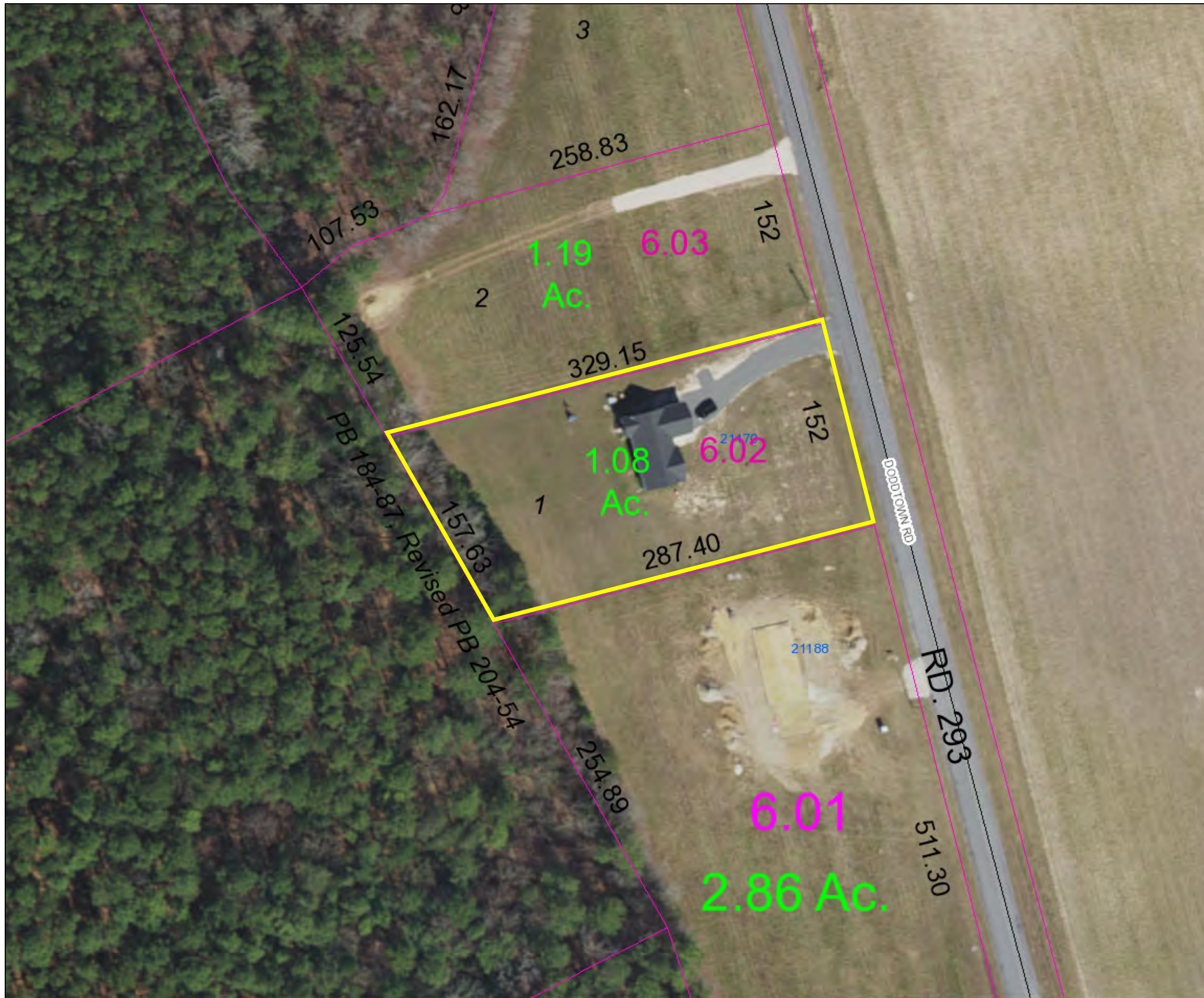
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Override 1
- Tax Parcels
  - Streets
- Zoning**
- Agricultural Residential - AR-1
  - Agricultural Residential - AR-2
  - Medium Residential - MR
  - General Residential - GR
  - High Density Residential - HR-1
  - High Density Residential - HR-2
  - Vacation, Retire, Resident - VRP
  - Neighborhood Business - B-1
  - General Commercial - C-1
  - Commercial Residential - CR-1
  - Marine - M
  - Limited Industrial - LI-1
  - Limited Industrial - LI-2
  - Heavy Industrial - HI-1

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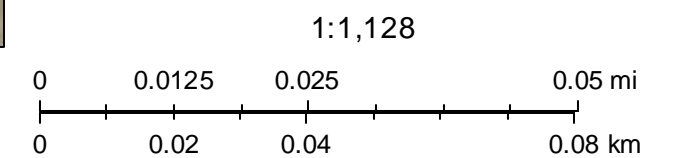


# Sussex County



<b>PIN:</b>	234-9.00-6.02
<b>Owner Name</b>	RICHARDSON CRAIG R
<b>Book</b>	5003
<b>Mailing Address</b>	PO BOX 783
<b>City</b>	LEWES
<b>State</b>	DE
<b>Description</b>	SW/RD 293
<b>Description 2</b>	664'NW/RT 292
<b>Description 3</b>	N/A
<b>Land Code</b>	

- polygonLayer**
- Override 1
- polygonLayer**
- Override 1
- Tax Parcels
- 911 Address
- Streets
- County Boundaries



**Introduced 02/19/19**

**Council District No. 3 – Burton**

**Tax I.D. No. 234-9.00-6.02**

**911 Address: 21170 Doddtown Road, Harbeson**

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A CATERING BUSINESS TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN INDIAN RIVER HUNDRED, SUSSEX COUNTY, CONTAINING 1.08 ACRES, MORE OR LESS**

**WHEREAS, on the 1st day of February 2019, a conditional use application, denominated Conditional Use No. 2173, was filed on behalf of Roy Richardson; and**

**WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_ 2019, a public hearing was held, after notice, before the Planning and Zoning Commission of Sussex County and said Planning and Zoning Commission recommended that Conditional Use No. 2173 be \_\_\_\_\_; and**

**WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_ 2019, a public hearing was held, after notice, before the County Council of Sussex County and the County Council of Sussex County determined, based on the findings of facts, that said conditional use is in accordance with the Comprehensive Development Plan and promotes the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of Sussex County, and that the conditional use is for the general convenience and welfare of the inhabitants of Sussex County.**

**NOW, THEREFORE, THE COUNTY OF SUSSEX HEREBY ORDAINS:**

**Section 1. That Chapter 115, Article IV, Subsection 115-22, Code of Sussex County, be amended by adding the designation of Conditional Use No. 2173 as it applies to the property hereinafter described.**

**Section 2. The subject property is described as follows:**

**ALL that certain tract, piece or parcel of land lying and being situate in Indian River Hundred, Sussex County, Delaware, and lying on the west side of Doddtown Road, approximately 511 feet north of Anderson Corner Road, and being more particularly described in the attached legal description prepared by Sergovic, Carmean & Weidman, P.A., said parcel containing 1.08 acres, more or less.**

**This Ordinance shall take effect immediately upon its adoption by majority vote of all members of the County Council of Sussex County, Delaware.**

JANELLE M. CORNWELL, AICP  
PLANNING & ZONING DIRECTOR  
(302) 855-7878 T  
(302) 854-5079 F  
janelle.cornwell@sussexcountyde.gov



**Sussex County**

DELAWARE  
sussexcountyde.gov

## Memorandum

To: Sussex County Council Members

From: Janelle Cornwell, AICP, Planning & Zoning Director

CC: Everett Moore, County Attorney

Date: June 21, 2019

RE: County Council Report for CU 2175 All Automotive, LLC

---

The Planning and Zoning Department received an application (CU 2175 All Automotive, LLC) for a Conditional Use for parcel 234-16.00-27.03 to allow for an automotive repair shop to be located at 28858 Harmons Hill Rd. The Planning and Zoning Commission held a public hearing on May 23, 2019. The following are the draft minutes for the Conditional Use from the Planning and Zoning Commission meetings.

Ms. Cornwell advised the Commission that submitted into the record were a Site Plan, an exhibit booklet, comments from the Sussex County Engineering Department Utility Planning Division, the results from a DelDOT Service Level Evaluation request and comments from the Sussex Conservation District.

The Commission found that Mr. Dan Honaker and Mr. Tom Honaker were present on behalf of their application; that Mr. Honaker stated the intent is for an automotive repair business for him and his father only; that there is farm land located behind this site; that there are only a few neighbors in the area; that the road is a heavily-travelled road; that there would not be any employees; that the proposed application would not cause any traffic issues; that the hours of operation would be Monday through Friday from 8:00 am to 6:00 pm; that the shop is set up for four bays with lifts and this would limit the amount of work undertaken during the day; that the facility currently has five bays with a total of two automotive lifts; that the intent is to have four automotive lifts and one of the bays to be an open spot for a car overnight for a total of five bays; that there is a cemetery adjacent to the property; that parking would be provided in the front and rear of the property; that there would not be any parking for overnight vehicles in the rear of the property; that the parking lot would be a blue stone crush-and-run; that he has talked to the neighbors prior to purchasing this property and they had no negative comments subject to the understanding that no work would be undertaken at night or on holidays; that there would be no weekend or holiday hours; that there would be Saturday hours by appointment only; that the Saturdays hours of operation would be from 8:00 am to 12:00 pm; that they would like a lighted sign; that there would be no work undertaken outside; that there would be parts delivered for the vehicles via a small car and there would be no big trucks or track trailers; that they would get a waste oil tank for the oils; that the tank would be located outside, at the rear of the property; that there is a garage on the property that everyone thinks is a house, but it is not a house; and that the garage appears to be a house.



COUNTY ADMINISTRATIVE OFFICES  
2 THE CIRCLE | PO BOX 417  
GEORGETOWN, DELAWARE

The Commission found that no one spoke in favor or in opposition to the application.

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

Motion by Ms. Wingate, seconded by Ms. Stevenson and carried unanimously to defer action for further consideration. Motion carried 4-0.

At their meeting of June 5, 2019, The Planning Commission discussed the application which has been deferred since May 23, 2019.

Ms. Wingate moved that the Commission recommend approval of Conditional Use 2175 for All Automotive, LLC for an auto repair shop based upon the record made at the public hearing and for the following reasons:

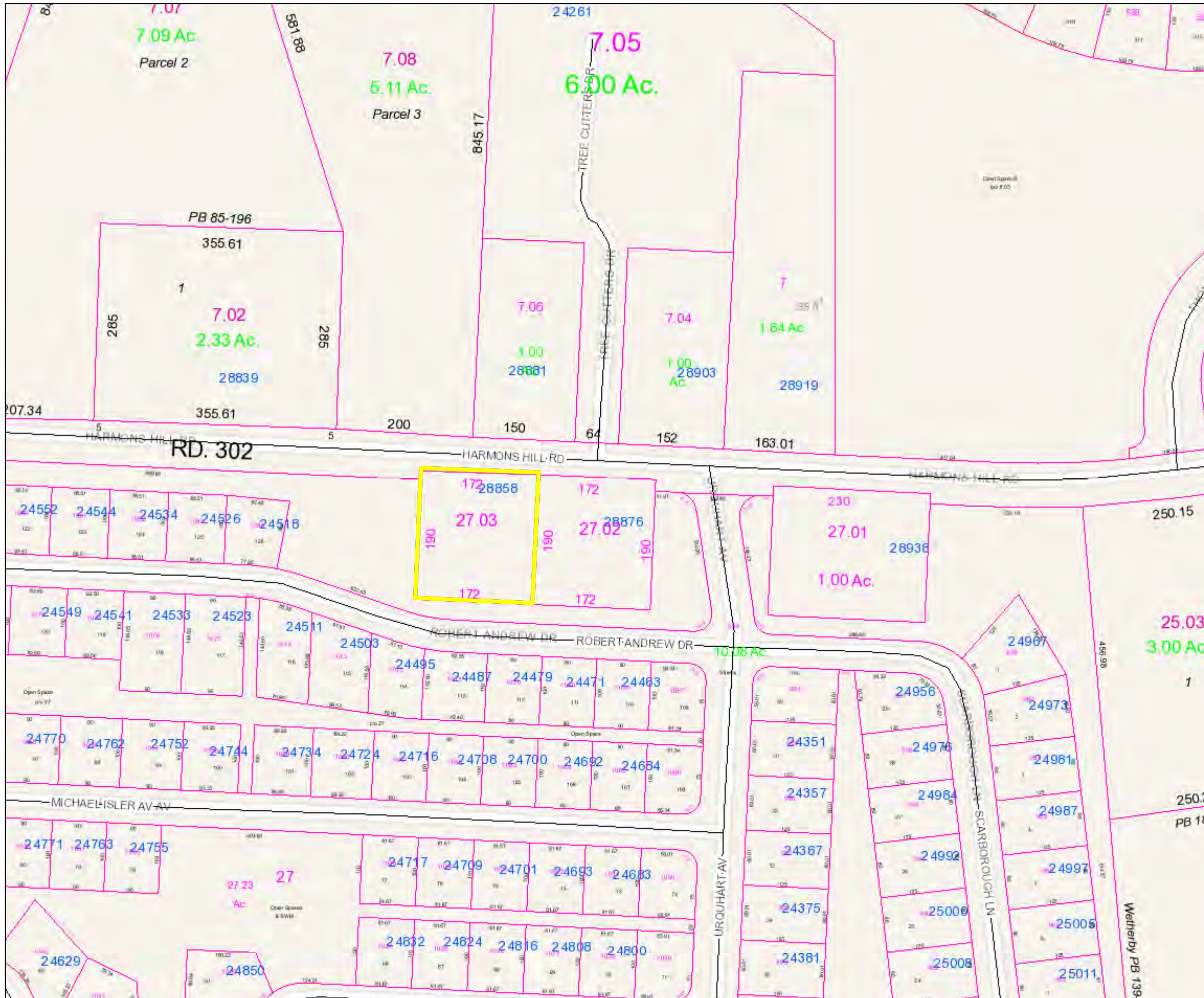
1. The automobile repair facility is small, and with the conditions and stipulations placed upon it, it will not have an adverse impact on neighboring properties or community.
2. The site is located on Harmons Hill Road, which is a well-traveled roadway. This small business will not have a negative impact on traffic or nearby roadways.
3. The Applicants have stated that the use will occur in an existing garage structure that looks like a house when seen from the roadway. The Applicant intends to keep this residential appearance.
4. The use as an automotive repair facility is of public or semi-public character and is desirable for the general convenience and welfare of the area.
5. The Applicants stated that they spoke to their neighbors prior to purchasing the property and no one objected to their plans. Also, no parties appeared in opposition to this application.
6. This recommendation for approval is subject to the following conditions and stipulations.
  - A. One lighted sign, not to exceed 32 square feet per side, shall be permitted.
  - B. The security lightings shall be downward screened and shall be directed away from neighboring properties and roadways.
  - C. Any dumpsters shall be screened from view of neighbors and roadways. The dumpster locations shall be shown on the Final Site Plan.
  - D. All repairs shall be performed indoors. No automobile parts shall be stored outside.
  - E. No junked, unregistered or permanently inoperable vehicles or trailers shall be stored on the site.
  - F. There shall not be any parking in the front yard setback and the front yard setback area shall be landscaped. This landscaped area shall be shown on the Final Site Plan.
  - G. The parking areas shall be shown on the Final Site Plan and clearly marked on the site itself. Vehicles shall only be parked within these designated areas.
  - H. The perimeter of the Conditional Use area shall be screened from view of neighboring properties with a fence or vegetation. This screening shall be shown on the Final Site Plan.
  - I. As stated by the Applicants, the structure shall retain its residential appearance.
  - J. No cars shall be sold on the property.
  - K. All oils and other fluids shall be properly stored indoors in appropriate containers. The applicant shall also comply with all State and Federal requirements for the disposal of these fluids.
  - L. The site shall be subject to all DeIDOT entrance and roadway requirements.

- M. The hours of operation shall be 8:00 am through 6:00 pm, Monday through Friday, and 8:00 am until noon on Saturdays. There shall not be any Sunday hours.
- N. Any violation of these conditions may be grounds for termination of this Conditional Use.
- O. The Final Site Plan shall be subject to the review and approval of the Planning and Zoning Commission.

Motion by Ms. Wingate, seconded by Mr. Hopkins and carried unanimously to forward this application to the Sussex County Council with a recommendation that the application be approved for the reasons and with the stipulations stated in the motion. Motion carried 5-0.



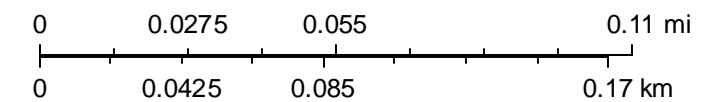
# Sussex County



<b>PIN:</b>	234-16.00-27.03	
<b>Owner Name</b>	ALL	AUTOMOTIVE LLC
<b>Book</b>	4950	
<b>Mailing Address</b>	33422 LAKESHORE CIR	
<b>City</b>	MILLSBORO	
<b>State</b>	DE	
<b>Description</b>	S/RD 302	
<b>Description 2</b>	3147' E/RD 305	
<b>Description 3</b>	N/A	
<b>Land Code</b>		

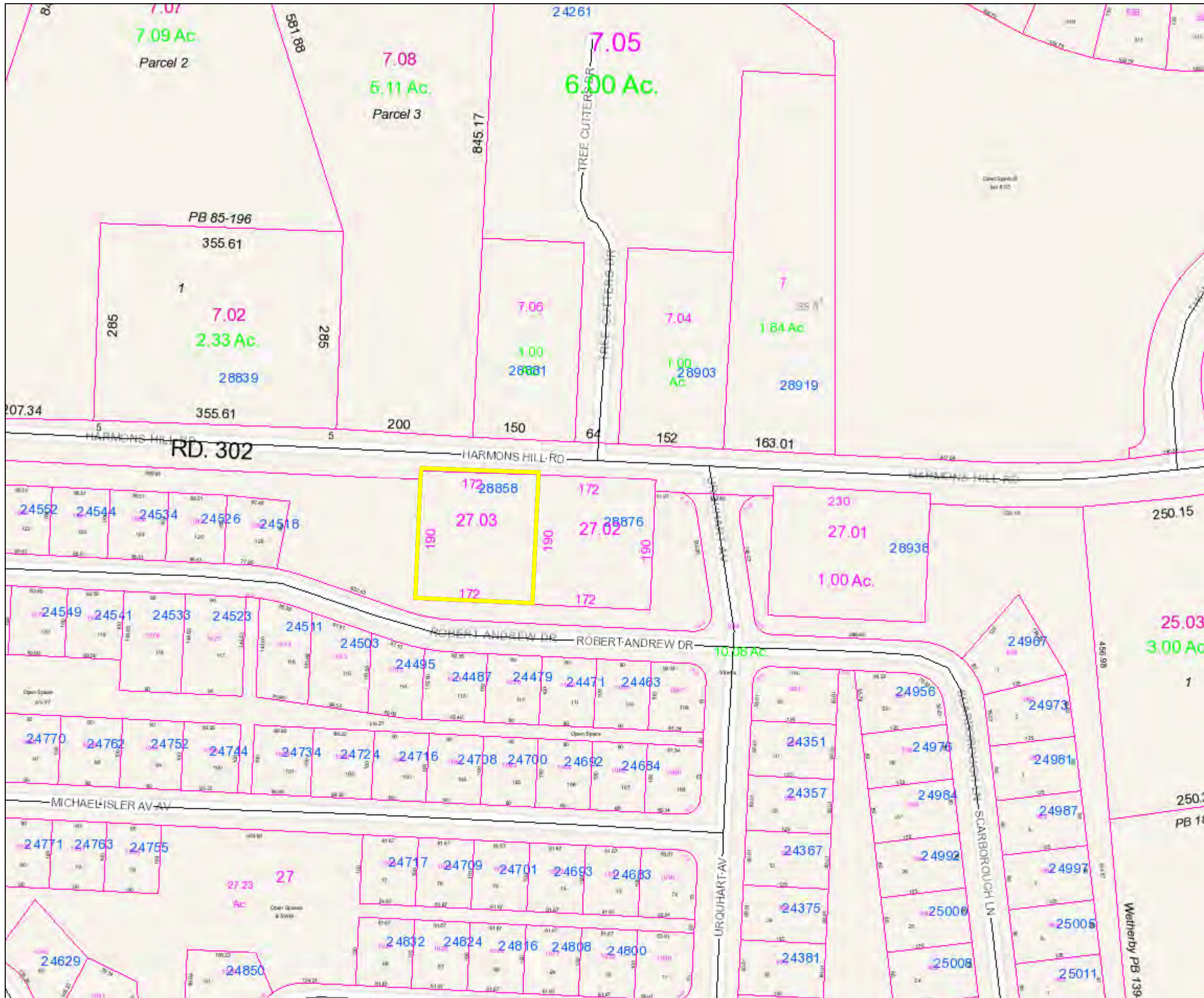
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- Override 1
- Tax Parcels
- 911 Address
- Streets
- County Boundaries

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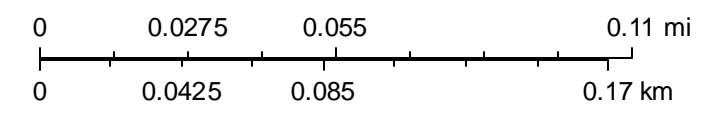
# Sussex County



<b>PIN:</b>	234-16.00-27.03	
<b>Owner Name</b>	ALL	AUTOMOTIVE LLC
<b>Book</b>	4950	
<b>Mailing Address</b>	33422 LAKESHORE CIR	
<b>City</b>	MILLSBORO	
<b>State</b>	DE	
<b>Description</b>	S/RD 302	
<b>Description 2</b>	3147' E/RD 305	
<b>Description 3</b>	N/A	
<b>Land Code</b>		

- polygonLayer**
- Override 1
- polygonLayer**
- Override 1
- Tax Parcels
- 911 Address
- Streets

1:2,257





Mailing List Exhibit Map  
Planning Commission  
CU 2175 All Automotive, LLC.  
234-16.00-27.03  
28858 Harmons Hill Road, Millsboro, DE 19966

On the south side of Harmons Hill Road approximately 0.6 miles east of Hollyville Road



Sussex County, Sussex County Government, Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community, Sussex County Mapping and Addressing, DelDOT Planning, Surdex Corp, 2017

**Introduced 02/19/19**

**Council District No. 3 – Burton  
Tax I.D. No. 234-16.00-27.03  
911 Address: 28858 Harmons Hill Road**

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR AN AUTOMOTIVE REPAIR BUSINESS TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN INDIAN RIVER HUNDRED, SUSSEX COUNTY, CONTAINING 0.75 ACRE, MORE OR LESS**

**WHEREAS, on the 6th day of February 2019, a conditional use application, denominated Conditional Use No. 2175, was filed on behalf of All Automotive, LLC; and**

**WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_ 2019, a public hearing was held, after notice, before the Planning and Zoning Commission of Sussex County and said Planning and Zoning Commission recommended that Conditional Use No. 2175 be \_\_\_\_\_; and**

**WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_ 2019, a public hearing was held, after notice, before the County Council of Sussex County and the County Council of Sussex County determined, based on the findings of facts, that said conditional use is in accordance with the Comprehensive Development Plan and promotes the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of Sussex County, and that the conditional use is for the general convenience and welfare of the inhabitants of Sussex County.**

**NOW, THEREFORE, THE COUNTY OF SUSSEX HEREBY ORDAINS:**

**Section 1. That Chapter 115, Article IV, Subsection 115-22, Code of Sussex County, be amended by adding the designation of Conditional Use No. 2175 as it applies to the property hereinafter described.**

**Section 2. The subject property is described as follows:**

**ALL that certain tract, piece or parcel of land lying and being situate in Indian River Hundred, Sussex County, Delaware, and lying on the south side of Harmons Hill Road, approximately 0.6 mile east of Hollyville Road, and being more particularly described in the attached legal description prepared by Larry W. Fifer, Attorney at Law, said parcel containing 0.75 acre, more or less.**

**This Ordinance shall take effect immediately upon its adoption by majority vote of all members of the County Council of Sussex County, Delaware.**

JANELLE M. CORNWELL, AICP  
PLANNING & ZONING DIRECTOR  
(302) 855-7878 T  
(302) 854-5079 F  
janelle.cornwell@sussexcountyde.gov



**Sussex County**  
DELAWARE  
sussexcountyde.gov

## Memorandum

To: Sussex County Council Members

From: Janelle Cornwell, AICP, Planning & Zoning Director

CC: Everett Moore, County Attorney

Date: June 21, 2019

RE: County Council Report for CZ 1879 William (Ulbio) Parraga

---

The Planning and Zoning Department received an application (CZ 1879 William (Ulbio) Parraga) for a Change of Zone for parcel 135-14.00-12.01 to allow for a change from AR-1 (Agricultural Residential District) to B-2 (Business Community District) to be located on DuPont Blvd. (Rt. 113). The Planning and Zoning Commission held a public hearing on May 23, 2019. The following are the draft minutes for the Change of Zone from the Planning and Zoning Commission meetings.

Ms. Cornwell advised the Commission that submitted into the record were the results from a DelDOT Service Level Evaluation request confirming a Traffic Impact Study ("TIS") was not required, comments from the Sussex Conservation District, comments from the Sussex County Engineering Department Utility Planning Division and a Boundary Survey.

The Commission found that Mr. William Parraga was present on behalf of his application; that Mr. Parraga stated he would like to convert the property from and AR-1 to B-2; that he is proposing to use it as a professional office in the future; that there is a commercial lot adjacent to this property and commercial located across from this property; that the property is located less than ½ mile from the corner of Route 113 and Route 404; and that the property is just located outside of Georgetown.

The Commission found that no one spoke in favor or in opposition to the application.

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

The Commission held a discussion regarding Change of Zone 1879 William (Ulbio) Parraga; that Chairman Wheatley stated that he has concerns about the Applicant not creating a detailed public record for this application when it is incumbent upon the Applicant to do so; that Mr. Robertson explained that in this case the record might speak for itself, based upon the limited information provided by the Applicant.

Motion by Mr. Hopkins, seconded by Ms. Wingate and carried unanimously to defer action for further consideration. Motion carried 4-0.



COUNTY ADMINISTRATIVE OFFICES  
2 THE CIRCLE | PO BOX 417  
GEORGETOWN, DELAWARE

At their meeting of June 5, 2019, The Planning Commission discussed the application which has been deferred since May 23, 2019.

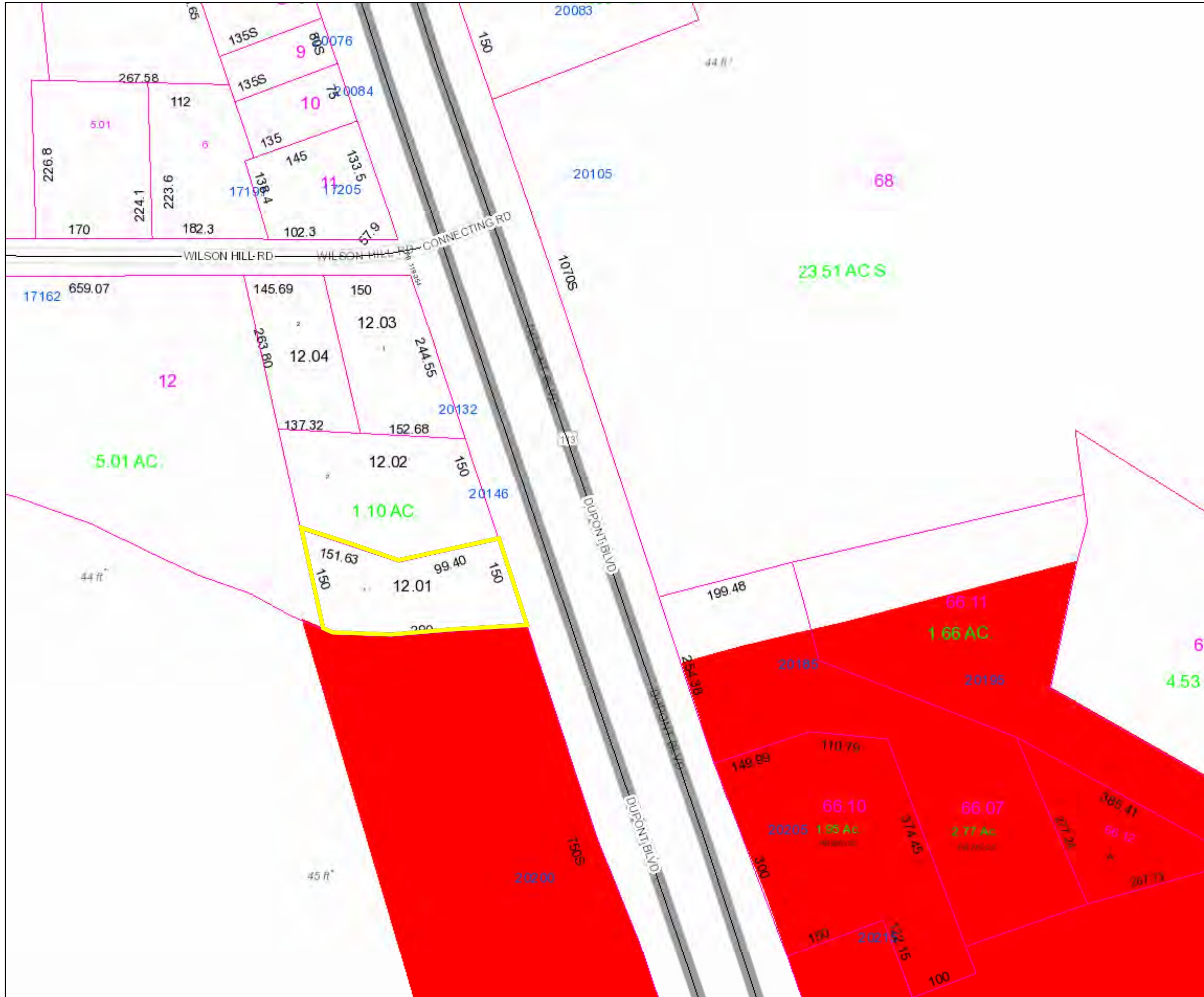
Mr. Hopkins moved that the Commission recommend approval of Change in Zone 1879 for William (Ulbio) Parraga for a change in zone from AR-1 to B-2 “Business Community Zoning District” based upon the record made during the public hearing and for the following reasons:

1. The B-2 Business Community Zoning District is designed to allow office, retail shopping, and personal service uses that serve a relatively small area, including low-density, and medium-density neighborhoods.
2. The site is just outside of the Georgetown town limits, with 150-feet of frontage along Route 113.
3. The site is adjacent to property that has C-1 Zoning, and there is C-1 Zoning almost directly across Route 113 from this property.
4. The site is also in proximity to the Route 404 and Route 113 intersection, where a wide variety of business and heavy commercial uses are located, including the Del Tech Campus.
5. For all these reasons, this is an appropriate location for B-2 Zoning.
6. This site, with its frontage along Route 113 and being next to C-1 is no longer viable for AR-1 uses. It is too small to be farmed, and it is not a viable location for a new single-family dwelling because of the traffic and noise of Route 113 and commercial uses that are nearby.
7. The proposed rezoning meets the general purpose of the Zoning Code by promoting the orderly growth, convenience, order, prosperity and welfare of the County.
8. No parties appeared in opposition to this application.

Motion by Mr. Hopkins, seconded by Ms. Stevenson and carried unanimously to forward this application to the Sussex County Council with a recommendation that the application be approved for the reasons and with conditions stated in the motion. Motion carried 5-0.

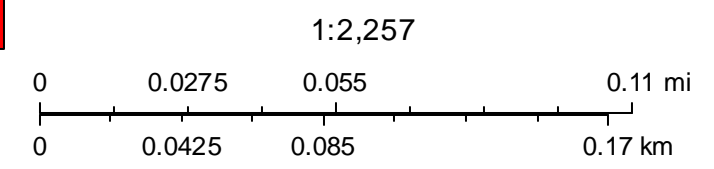


# Sussex County



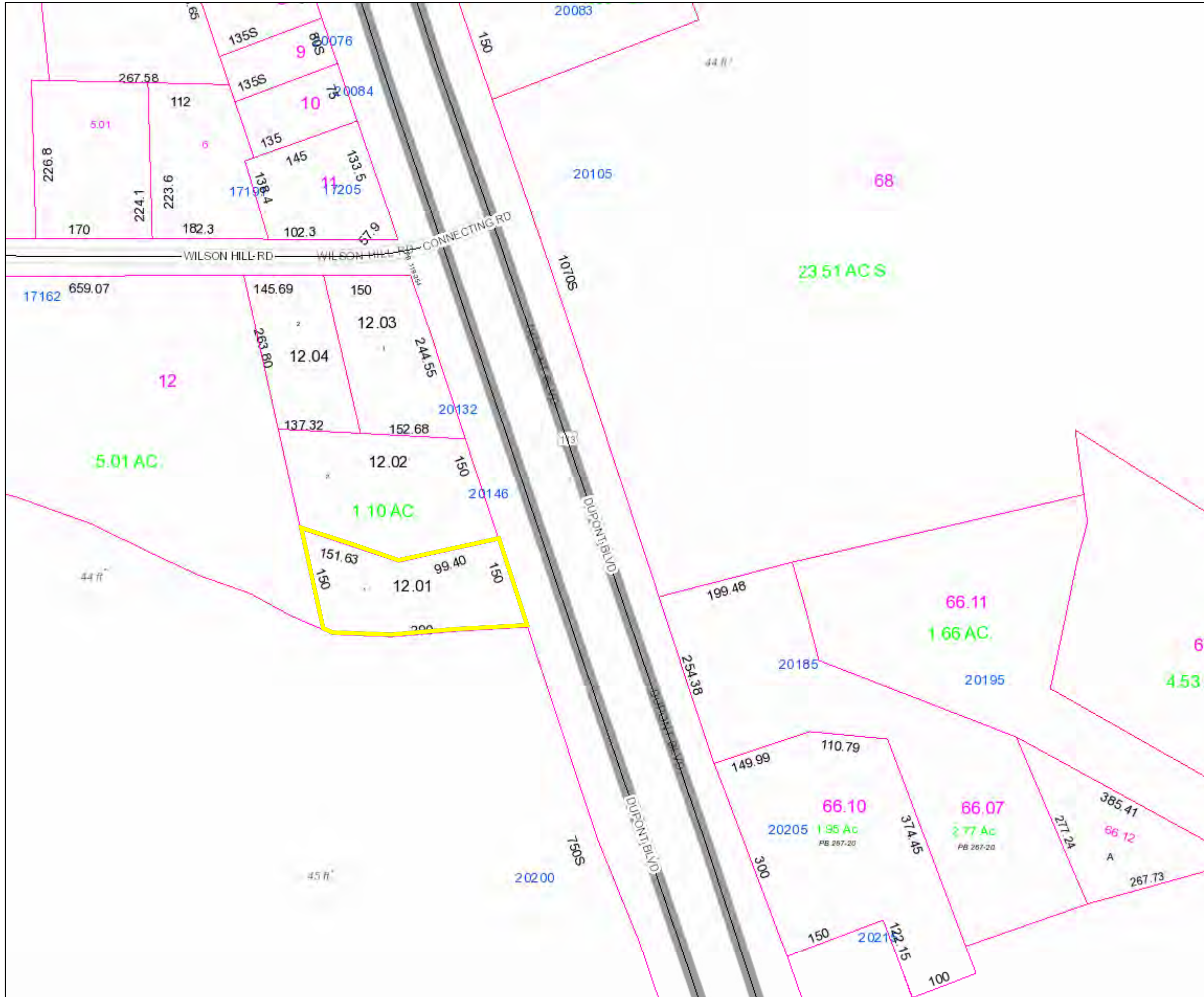
<b>PIN:</b>	135-14.00-12.01
<b>Owner Name</b>	TAPA HOMES LLC
<b>Book</b>	3334
<b>Mailing Address</b>	8 CAROLINE STREET
<b>City</b>	OCEAN VIEW
<b>State</b>	DE
<b>Description</b>	W/RT 113
<b>Description 2</b>	LOT 1
<b>Description 3</b>	N/A
<b>Land Code</b>	

- polygonLayer**
  - Override 1
- polygonLayer**
  - Override 1
- Tax Parcels
- 911 Address
- Streets



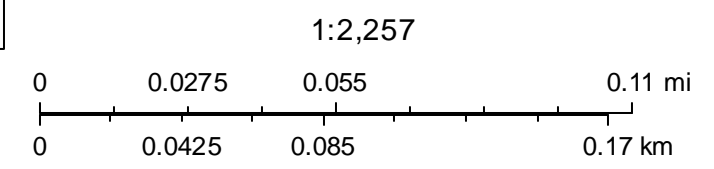


# Sussex County



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- polygonLayer**
  - Override 1
- polygonLayer**
  - Override 1
- Tax Parcels
- 911 Address
- Streets
- County Boundaries



Mailing List Exhibit Map  
Planning Commission  
CZ 1879 William (Ulbio) Parraga  
135-14.00-12.01  
Ulbio Parraga

On the west side of DuPont Boulevard (Route 113) approximately 406 feet south of Wilson Road.



Sussex County, Sussex County Government, Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community, Sussex County Mapping and Addressing, DelDOT Planning, Surdex Corp, 2017

**Introduced 02/19/19**

**Council District No. 2 - Wilson  
Tax I.D. No. 135-14.00-12.01  
911 Address: N/A**

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A B-2 BUSINESS COMMUNITY DISTRICT FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN GEORGETOWN HUNDRED, SUSSEX COUNTY, CONTAINING 0.827 ACRE, MORE OR LESS**

**WHEREAS, on the 7th day of February 2019, a zoning application, denominated Change of Zone No. 1879, was filed on behalf of William (Ulbio) Parraga; and**

**WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_ 2019, a public hearing was held, after notice, before the Planning and Zoning Commission of Sussex County and said Planning and Zoning Commission recommended that Change of Zone No. 1879 be \_\_\_\_\_; and**

**WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_ 2019, a public hearing was held, after notice, before the County Council of Sussex County and the County Council of Sussex County has determined, based on the findings of facts, that said change of zone is in accordance with the Comprehensive Development Plan and promotes the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of Sussex County.**

**NOW, THEREFORE, THE COUNTY OF SUSSEX HEREBY ORDAINS:**

**Section 1. That Chapter 115, Article II, Subsection 115-7, Code of Sussex County, be amended by deleting from the Comprehensive Zoning Map of Sussex County the zoning classification of [AR-1 Agricultural Residential District] and adding in lieu thereof the designation of B-2 Business Community District as it applies to the property hereinafter described.**

**Section 2. The subject property is described as follows:**

**ALL that certain tract, piece or parcel of land lying and being situate in Georgetown Hundred, Sussex County, Delaware, and lying on the west side of DuPont Boulevard (Route 113), approximately 406 feet south of Wilson Road, and being more particularly described in the attached legal description prepared by Tunnell & Raysor, P.A., said parcel containing 0.827 acre, more or less.**

**This Ordinance shall take effect immediately upon its adoption by majority vote of all members of the County Council of Sussex County, Delaware.**