

City of Harrington
AGENDA
City Council Workshop
City Hall, 106 Dorman Street
November 3, 2014
6:30 p.m.

Public Comments *(2 minute limit)*

The public comment segment of the Council Meeting is the time that the City extends the opportunity to the general public to share with us your questions, thoughts, comments, concerns, and complaints. Those wishing to step forward to take advantage of the public comment segment will be provided two (2) minutes. While City government is interested in taking appropriate action, no action can be taken while the City Council is not in session, and current law prohibits City Council from engaging in discussion of any comments made. Discussion of any item appearing on the agenda as a public hearing is prohibited during the public comments segment as an opportunity will be provided during consideration of that item.

Call to Order

Pledge of Allegiance

1. **Harrington Manor alleyways proposed stop signs and speed bumps**
2. **Yard award**
3. **Ordinance 14-15 – Adding Chapter 255, Mobile Homes and Trailers**
4. **2015 holiday schedule**
5. **Thanksgiving and Christmas employee luncheon**

6. Public Comments *(2 minute limit)*

The public comment segment of the Council Meeting is the time that the City extends the opportunity to the general public to share with us your questions, thoughts, comments, concerns, and complaints. Those wishing to step forward to take advantage of the public comment segment will be provided two (2) minutes. While City government is interested in taking appropriate action, current law prohibits City Council from engaging in discussion of any comments made or taking any action.

7. City Council Comments

Adjourn

Posted 10/27/2014
Kelly Blanchies
Clerk of Council

Note: 29 Del.C. §10004(e)(2). Agenda items as listed may not be considered in sequence. This agenda is subject to change to include additional items including Executive Sessions or the deletion of items including Executive Sessions, which arise at the time of the meeting. If there are questions or special accommodations are needed, please contact Kelly Blanchies at City Hall, 398-4476 (at least 72-hours in advance of the meeting for special accommodations).

ACTION FORM

PROCEEDING: Council	
DEPARTMENT OF ORIGIN: Public Works/Engineering	DATE SUBMITTED: 10/20/14
PREPARED BY: Teresa Tieman	
SUBJECT: Harrington Manor Alley Stop Sign and Speed Bump Proposal	
REFERENCE: Map of alleys with proposed stop signs and speed bumps, letter to property owners.	
RELATED PROJECT:	
REVIEWED BY: Norman Barlow, Teresa Tieman, Alan Moore	
EXHIBITS: Harrington Manor Proposed Stop Signs and Speed Bump	
EXPENDITURE REQUIRED	AMOUNT BUDGETED: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): Existing Street repair budget.	
TIME TIMETABLE:	
RECOMMENDED ACTION: Staff would like public input before making a decision.	

BACKGROUND AND ANALYSIS

The Police Chief, Public Works Supervisor and I were asked by Councilperson Minner to investigate placing speed bumps and stop signs on the alley between S. DuPont Highway and Dixon Street from Shaw Avenue to Gordon Street and the alley between Center Street and Shaw Avenue from Benjamin Street to end at intersecting alley. Complaints had been received that people were speeding through the alleys.

In preparation for this meeting, all residents whose properties border the alleys were notified by letter about the workshop discussion. The letter is attached.

The Public Works Supervisor assembled the following costs for the improvements:

Stop signs	\$ 35.00 each
Post	\$ 32.50 each
Bolts	\$ 64.00 for all the bolts
Speed bumps	\$160.00 each

The total for all 8 of the alleys in the Manor \$1,884.

Harrington Manor Proposed Stop Signs and Speed Bumps



Key:
Stop Signs
Speed Bumps

~ City of Harrington ~

October 2, 2014

Dear Property Owner:

The Harrington City Council is considering adding stop signs and speed bumps to the following alleyways in Harrington Manor:

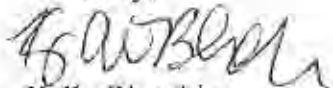
- Alley between S. DuPont Highway and Dixon Street from Shaw Avenue to Gordon Street
- Alley between Center Street and Shaw Avenue from Benjamin Street to end at intersecting alley

Your property borders one of these alleyways. The enclosed map indicates the proposed locations of the stop signs and speed bumps.

City Council will be discussing this project at the November 3, 2014 City Council Workshop. The meeting will begin at 6:30 pm at City Hall, 106 Dorman Street.

If you have any questions, please contact me at (302) 398-4476.

Sincerely,



Kelly Blanchies
Clerk of Council

Enclosure: Map of Harrington Manor Proposed Stop Signs and Street Bumps

Yard award and Thanksgiving and Christmas employee luncheon will be discussed at the meeting. No information included in packets.

**CITY OF HARRINGTON
ORDINANCE NO. 14-15**

**AN ORDINANCE ADDING CHAPTER 255, MOBILE HOMES AND TRAILERS,
TO THE CODE OF THE CITY OF HARRINGTON**

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

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

Chapter 255: MOBILE HOMES AND TRAILERS

§ 255-1. Definitions.

The following words, terms and phrases, when used in this Chapter, shall have
the meanings ascribed to them in this Section, except where the context clearly
indicates a different meaning:

MOBILE HOME

A single-family dwelling designed for transportation, after fabrication, on
streets and highways on its own wheels or on flatbeds or other trailers, and
arriving at the site where it is to be occupied as a dwelling, complete and
ready for occupancy, except for minor and incidental unpacking and assembly
operations, location of jacks or foundations, connections to utilities and the
like. The term "mobile home" shall not include a single-family dwelling which
is designed to be placed on a permanent foundation, is not designed to be
readily movable after the original occupancy as a single-family dwelling, and
conforms to the City's building, plumbing, electrical, and housing codes.

PERMANENTLY PLACED MOBILE HOME

A single-family dwelling designed for transportation, after fabrication, on
streets and highways on its own wheels or on flatbeds or other trailers, and
arriving at the site where it is to be occupied as a dwelling, complete and
ready for occupancy, except for placement upon a permanent, unmovable
foundation on real property owned by the owner of said dwelling, removal of
all wheels and axles, and other minor incidental operations, such as
unpacking, connections, or utilities and the like. The term "permanently
placed mobile home" shall be construed as being synonymous with that of the
term "single-family dwelling," a dwelling which is designed to be placed on a
permanent foundation, is not designed to be readily movable after the original
occupancy as a single-family dwelling, and conforms to the city's building,
plumbing, electrical, and housing codes, except for the purpose of zoning in
which it shall be considered a mobile home.

OWNER OF A MOBILE HOME

The person designated in the title of the mobile home, whether the title is issued by this State or by some other state.

OWNER OF A PERMANENTLY PLACED MOBILE HOME

The person designated in the title of the mobile home, whether the title is issued by this State or by some other state, and such person must also be the owner of the lot upon which the mobile home is permanently affixed. The term "lot" shall mean a parcel of land that conforms to the multiple ownership provisions of the laws of the state dealing with unit properties and condominiums, and must be located within a mobile home park.

§ 255-2. License.

- A. **Required fee.** The owner of a mobile home shall obtain an annual license for it and shall pay a fee for such license as provided for in Chapter 180, Municipal Fees.
- B. **Payment; penalties.** Such license shall be obtained and license fee paid by July 1 of each year, and if such fee is not paid before August 1 of such year, then, in addition to any penalty incurred pursuant to Chapter 180, Municipal Fees, a penalty fee of ten percent per month shall accrue on the unpaid balance of the license fee.
- C. **Moving into City.** Upon the moving of a mobile home into the City, such license shall be obtained and the license fee paid within seven days. Payment of such license fee shall be prorated on a quarterly basis for each fractional part of a year during which the mobile home is in the City.
- D. **Sticker, where placed.** Once the annual license fee has been paid by the owner of a mobile home, he or she shall be issued a sticker or other evidence of payment by the City Manager, and/or his/her designee. This sticker or other evidence of payment must be placed upon the mobile home on the front of the mobile home facing the street on the right hand side when facing said mobile home one foot up from the bottom of the skirting and one foot over from the side of the mobile home.

§ 255-3. Real property taxes.

A permanently placed mobile home as defined in §255-1, and the lot upon which it is located shall be considered as being real property for purposes of valuation, assessment, and taxation in accordance with §12 of the Charter of the City of Harrington.

§ 255-4. Placement permit.

Every owner of a mobile home, before moving the same into the City, shall apply for and obtain from the City Manager, and/or his/her designee, a placement permit for such mobile home. The City Manager, and/or his/her designee, shall issue no placement permit until the license fee required in this Chapter is paid in full.

§ 255-5. Duties of mobile home park operators.

- A. Prohibition. No mobile home park operator shall permit a mobile home to be placed in his or her mobile home park until said mobile home displays the sticker required by §255-2 D and the owner of the mobile home provides a copy of the placement permit required by §255-4. A mobile home park owner who permits a mobile home to be placed in his or her mobile home park in violation of this Section shall be fined in accordance with Chapter 180, Municipal Fees, and, if that fine is not paid within ten days after the issuance of the fine, the fine shall double and be added to the tax bill of the mobile home park owner's tax bill in accordance with §12.2 of the Charter of the City of Harrington.
- B. Documents to mobile home owners. Copies of this Chapter and placement permit application forms shall be furnished to each mobile home park operator, who shall give a copy of the same to each mobile home owner who desires to move a mobile home into his park at least two weeks prior to the placement of the mobile home.
- C. Lease record; report. Mobile home park operators who lease land to two or more persons for parking mobile homes shall maintain a lease record, which shall be open for inspection at all reasonable times by the City Manager, and/or his/her designee. Before June 1 of each year, the mobile home park operator shall report to the City Manager, and/or his/her designee, the names and addresses of all persons having mobile homes on his or her land.

§ 255-6. Anchoring and skirting.

Within 30 days after occupancy of all mobile homes, the mobile homes shall be firmly anchored to the ground and the open space beneath the unit shall be skirted with approved material in accordance with the requirements of the building inspector.

§ 255-7. Exemptions.

This Chapter shall not apply to:

- (1) Dealers. Unoccupied mobile homes located on a dealer's display lot; or

(2) State license tag. Mobile homes bearing a current license tag of this State.

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

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

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

Anthony R. Moyer, Mayor

Attest: _____
Kelly Blanchies, Clerk of Council

Date of Adoption: _____

SYNOPSIS

This Ordinance adds Chapter 255, Mobile Homes and Trailers, to regulate the placement, licensing, and taxation of mobile homes.

First Reading: _____

Public Hearing: _____

Second Reading: _____

ACTION FORM

PROCEEDING: November 17, 2014 City Council Meeting	
DEPARTMENT OF ORIGIN: City Hall	DATE SUBMITTED: 10/29/2014
PREPARED BY: Kelly Blanchies	
SUBJECT: 2015 Holiday Schedule	
REFERENCE: N/A	
RELATED PROJECT: N/A	
REVIEWED BY: Teresa Tieman, City Manager	
EXHIBITS: State of Delaware 2015 Holidays	
EXPENDITURE REQUIRED: N/A	AMOUNT BUDGETED: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIME TIMETABLE: Review at November 3, 2014 City Council Workshop, Adoption prior to start of calendar year 2015.	
RECOMMENDED ACTION: Motion to adopt the 2015 Holiday Schedule.	

BACKGROUND AND ANALYSIS

The following is the proposed holiday schedule for 2015 based on the 2014 holiday schedule for the City of Harrington and the 2015 holiday schedule for the State of Delaware.

New Year's Day	January 1	Thursday
Martin Luther King Jr. Day	January 19	Monday
Presidents' Day	February 16	Monday
Good Friday	April 3	Friday
Memorial Day	May 25	Monday
Independence Day	July 3	Friday
Labor Day	September 7	Monday
Columbus Day	October 12	Monday
Veterans' Day	November 11	Wednesday
Thanksgiving Day	November 26	Thursday
Day after Thanksgiving	November 27	Friday
Christmas Day	December 25	Friday

Alternative switching Columbus Day for Christmas Eve:

New Year's Day	January 1	Thursday
Martin Luther King Jr. Day	January 19	Monday
Presidents' Day	February 16	Monday
Good Friday	April 3	Friday
Memorial Day	May 25	Monday
Independence Day	July 3	Friday
Labor Day	September 7	Monday
Veterans' Day	November 11	Wednesday
Thanksgiving Day	November 26	Thursday
Day after Thanksgiving	November 27	Friday
Christmas Eve	December 24	Thursday
Christmas Day	December 25	Friday

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STATE OF DELAWARE
2015 Holidays

In accordance with Title 1, Chapter 3, §501 Delaware Code, as amended, the following are legal holidays in the State of Delaware for Calendar Year 2015:

New Years Day	January 1	Thursday
Martin Luther King Jr. Day	January 19	Monday
Good Friday	April 3	Friday
Memorial Day	May 25	Monday
Independence Day	July 3*	Friday
Labor Day	September 7	Monday
Veterans Day	November 11	Wednesday
Thanksgiving Day	November 26	Thursday
Day After Thanksgiving	November 27	Friday
Christmas Day	December 25	Friday

*The observed date may be different for employees in 24/7 operations/facilities

The State of Delaware grants two floating holidays to eligible employees per calendar year. Please refer to [Floating Holiday Policy](#).

Revised: 07/2014

Section Manager: [Denise Robbins](#)

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