

SURVEY RESULTS

■ What could be done with vacant lots/buildings (Q17)?

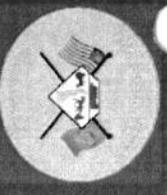
- Kid-friendly
- Sitting area
- Soup kitchen
- Code Purple
- Flea market
- Consignment shop
- Used bookstore
- Coffee house
- Card & gift shop
- Pop-up program
- Parking
- Theater
- Upscale eater/pub

■ Gym/fitness classes

■ Arts center

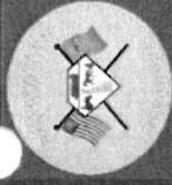
■ What would you keep vs. change (Q18)?

- Keep: character & design, storefront displays, local merchants, small town atmosphere, friendly people
- Change: vacant buildings, fewer apartments, more variety, expand hours, Holiday offerings, improve upkeep, more police patrols, business association to focus on business not politics



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HARRINGTON
DELAWARE

SURVEY RESULTS



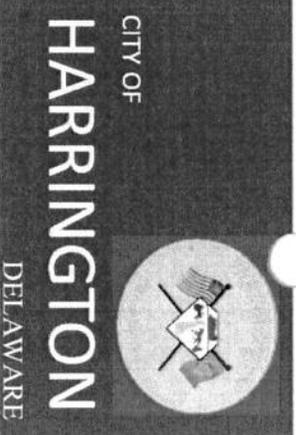
CITY OF

HARRINGTON

DELAWARE

- What would help attract people to the downtown (Q19)?
 - Longer business hours
 - More events
 - More shops
 - Park/picnic area
 - Better advertising
 - Unique venue
 - Fix up existing buildings
 - More code enforcement
 - “gimmick” – think Milford’s Riverwalk or Georgetown’s Circle
 - No loitering

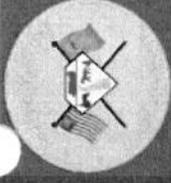
SURVEY RESULTS



MERCHANT SURVEY

- Do you have a need to expand?
 - Yes – 40%
 - No – 20%
- What would you need to expand downtown?
 - Available space – 50%
 - New building – 25%
 - Parking – 25%
 - Capital/funding – 25%

SURVEY RESULTS



CITY OF

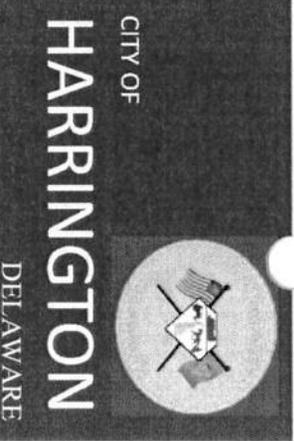
HARRINGTON

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MERCHANT SURVEY

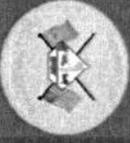
- Thoughts on store hours:
 - I am open all the hours I need to be – 50%
 - I would be open more hours if I were sure of sales – 50%
- Would you be interested in expanded hours for special events:
 - Yes – 50%
 - No – 50%

SURVEY RESULTS



MERCHANT SURVEY

- Major barriers facing your business:
 - Customer traffic – 50%
 - Cost of rent/property – 50%
 - Codes/regulations – 50%
 - Current economic conditions – 50%
 - Parking – 50%



CITY OF
HARRINGTON
DELAWARE

SWOT UPDATE



TASK FORCE WORKSHEET: SWOT ANALYSIS

WEAKNESSES

THREATS

STRENGTHS

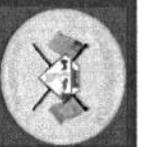
OPPORTUNITIES



**DOWNTOWN
DEVELOPMENT
DISTRICT**



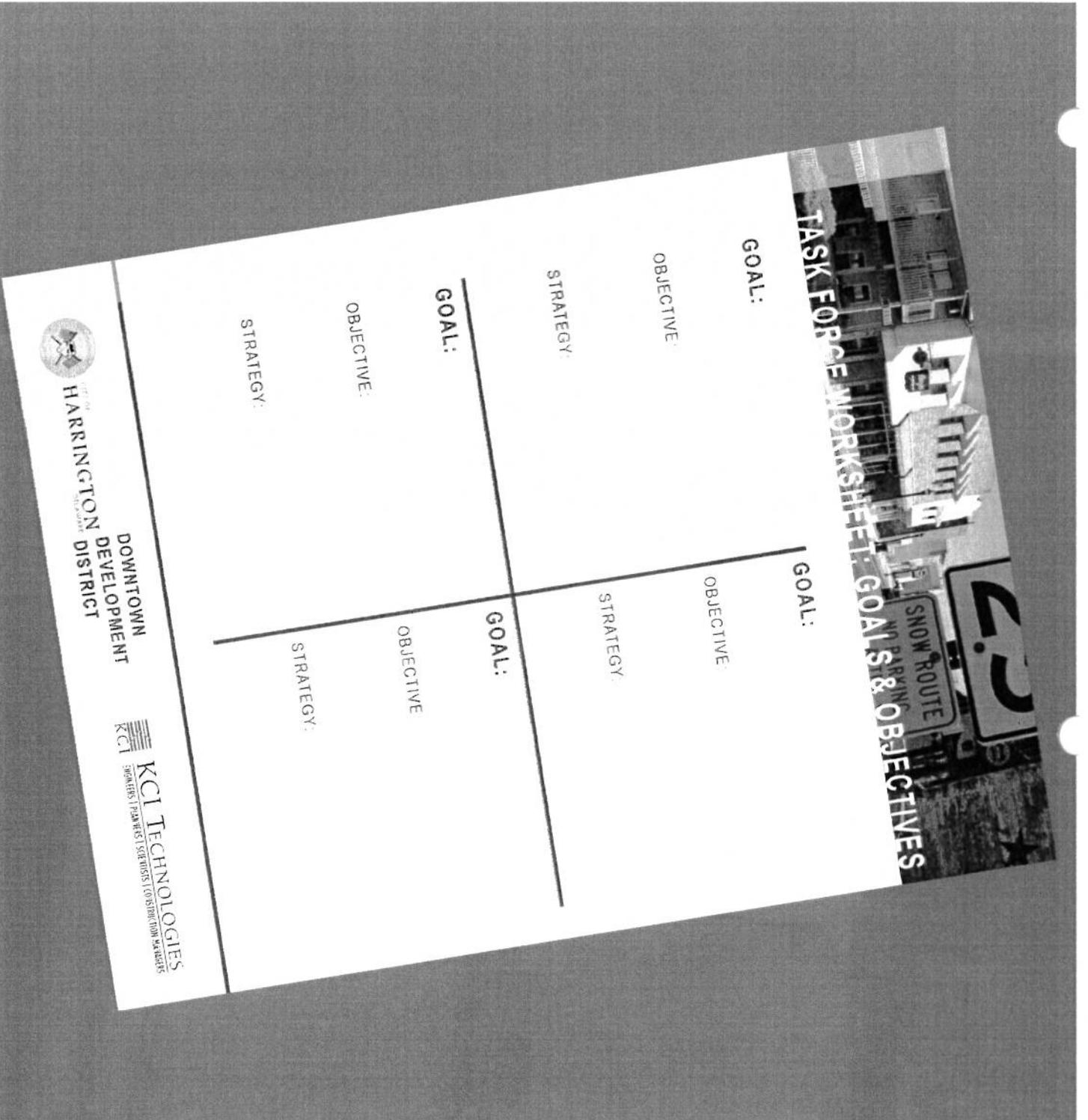
HARRINGTON
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DELAWARE

DRAFT GOALS & OBJECTIVES

 **KCI TECHNOLOGIES**
ENGINEERS | PLANNERS | SCIENTISTS | CONSTRUCTION MANAGERS



TASK FORCE WORKSHEET: GOALS & OBJECTIVES

<p>GOAL:</p> <p>OBJECTIVE:</p> <p>STRATEGY:</p>	<p>GOAL:</p> <p>OBJECTIVE:</p> <p>STRATEGY:</p>
<p>GOAL:</p> <p>OBJECTIVE:</p> <p>STRATEGY:</p>	<p>GOAL:</p> <p>OBJECTIVE:</p> <p>STRATEGY:</p>

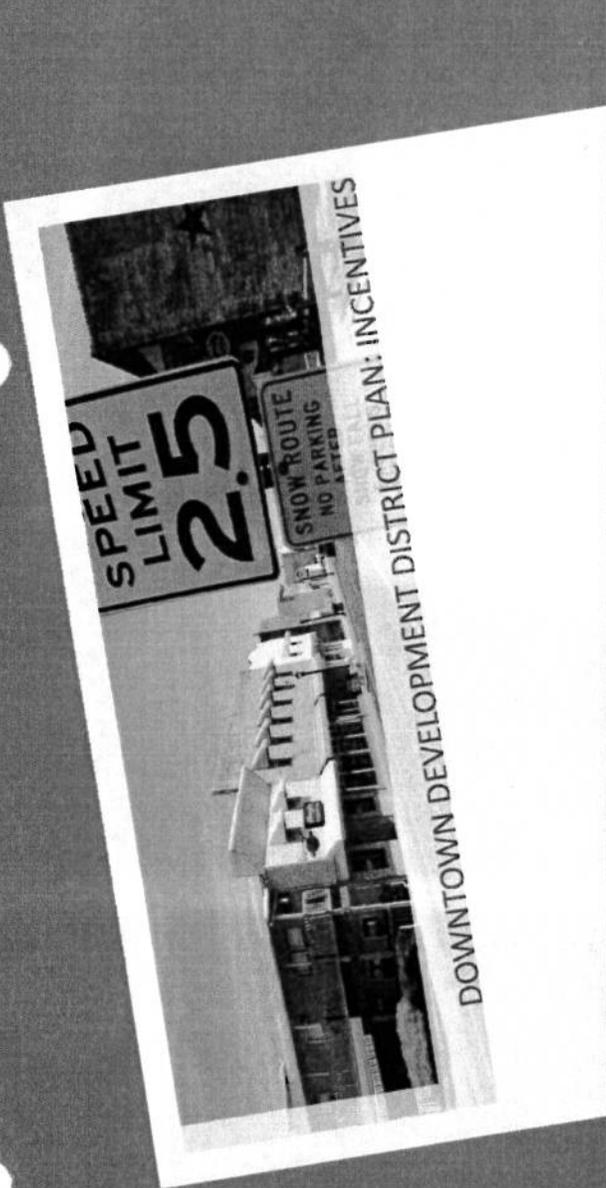
HARRINGTON DISTRICT
DOWNTOWN DEVELOPMENT

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HOMEWORK

Incentives



Example: Provide an expedited review process for (re)development projects within the Downtown Development District.



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DOWNTOWN DEVELOPMENT DISTRICT PLAN: STAKEHOLDER PROFILE

We will be including stakeholder profiles in both a Plan Appendix, as well as creating an online site that the City can use in perpetuity to update with businesses and organizations within the Downtown District. In order to provide the most up-to-date and correct information, we are asking you to provide it! Please email Lauren Good with the following information by Friday, March 25. Lauren's email is lauren.good@kci.com. Questions can be sent to the same email address or you can reach Lauren by phone at (302) 318-1131

- Business/Organization Name**
- Address**
- Phone**
- Email** (if you have one)
- Website** (if you have them)
- Social Media Accounts** (if you have one)
- Social Media Accounts** (if you have one)
- Business/Organization Logo** (if you have one)
- Photo** (if you'd like us to use one)

A brief summary of your business/organization. Tell customers/clients/members in your own words about your business/organization, what you do, and how you do it.

Example:
 Bath Remodeling Just Got More Enjoyable!
 There is no easier way to give your bathroom a fresh look that your family can enjoy for years to come than with BATH FIT. There is no easier way to give your bathroom a fresh look that your family can enjoy for years to come than with BATH FIT. There is no easier way to give your bathroom a fresh look that your family can enjoy for years to come than with BATH FIT. There is no easier way to give your bathroom a fresh look that your family can enjoy for years to come than with BATH FIT.

Explore our collection of acrylic bathtubs, shower liners, both tub doors, shower doors, safety grab bars and other accessories that can be custom-fitted to suit your bathroom perfectly while proving durability, quality and style.



HOMEWORK Profiles



- *Continue drafting Goals, Objectives & Strategies*
- *Collect Profiles for inclusion in Plan*
- *Prepare Incentives Task Force Meeting*
- *Continue drafting Implementation plan*
- *Prepare for Public Workshop*
- *Prepare for submission to Office of State Planning*

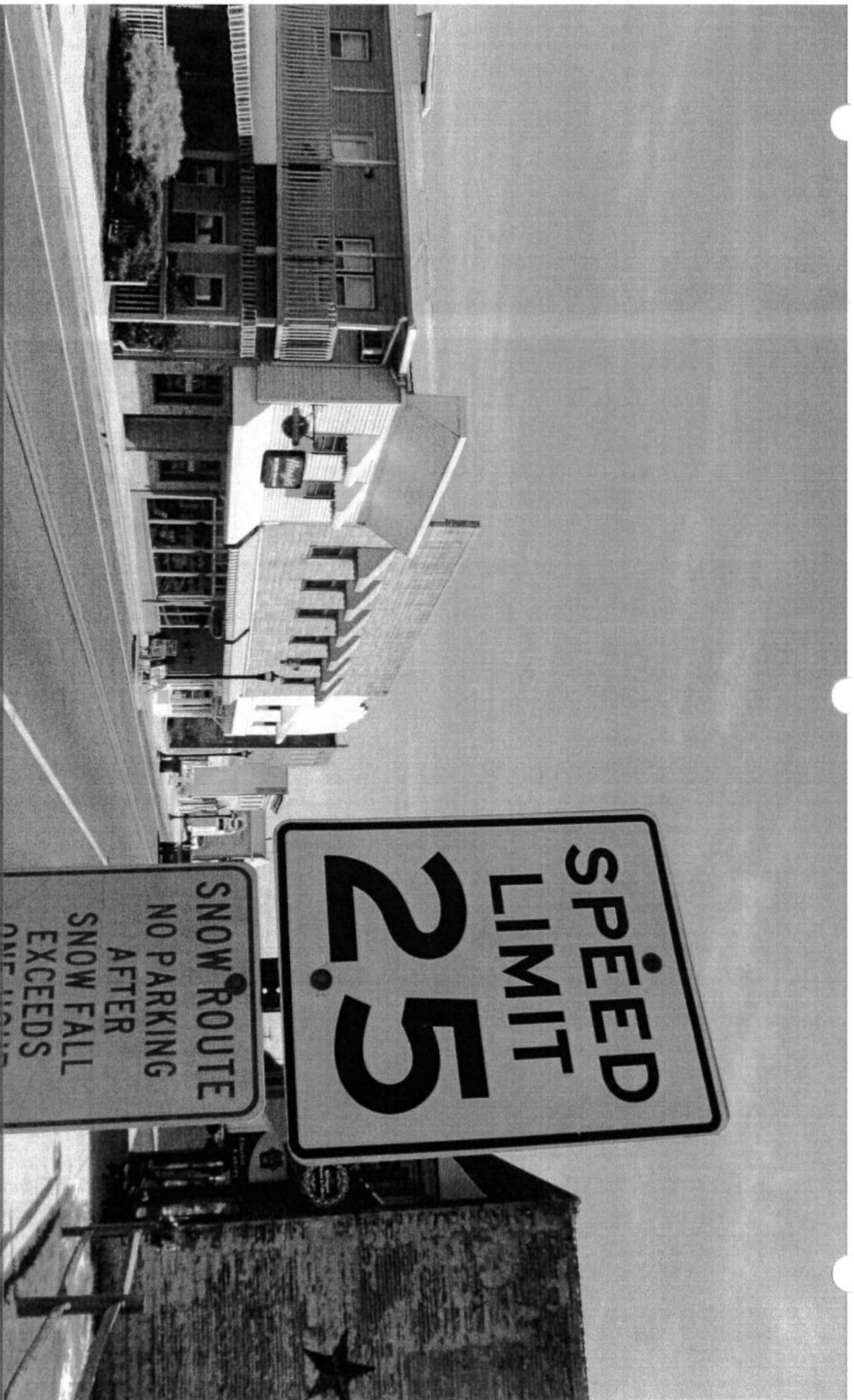
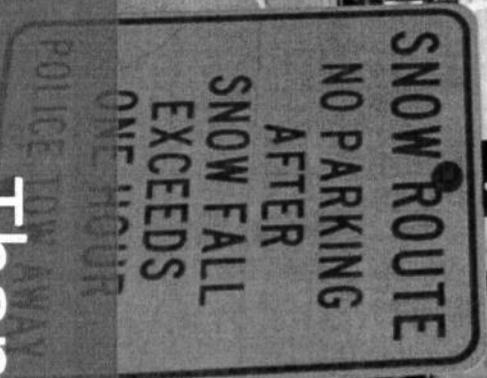
TASK FORCE MEMBERS

- *Complete Profile for inclusion in Plan - due 3/25*
- *Prepare additional Goals & Objectives - finalize at next Task Force Meeting*
- *Think of possible Incentives*
- *Attend Project Presentation (TF Meeting No. 5)*

EVENTS/MEETINGS

- *Task Force Meeting No. 4 - March 23*
- *Task Force Meeting No. 5 - April 14*
- *City Council 1st Read - April 18*
- *City Council Public Hearing - May 2*
- *City Council 2nd Read & Possible Adoption - May 16*





Lauren Good – NEW CONTACT INFO!
lauren.good@kci.com
(302) 318-1134

Thank you!

City of Harrington

Department Of Public Works

DATE: February 29, 2016

FR: Alan Moore, Public Works Supervisor

***TO: Mayor and Council
City of Harrington***

***RE: Public Works Department
Monthly Report
February 1, through February 29, 2016***

***Public Works Employees
Alan Moore
Leroy Lahman
Glenn Hayman
Dennis Trader
Dudley Clough
Richard Clough***

David Alan Moore Sr.

Date: 3/4/2016

After Hours on Call Report

Date	Responsible Individual	Contacts
February 01 ,2015	Dennis Trader	0
February 08 ,2015	Dudley Clough	4
February 15 ,2015	Richard Clough	2
February 22 ,2015	Leroy Lahman	2
February 29 ,2016	Glenn Hayman	

Water Department

Turn On (# of Times)	Turn Off (# of Times)
61	58

Miscellaneous Calls	This Month	Last Month
Number of Water Related Calls	1	0
Brown Water Related Calls	0	0
Total Calls	1	0

Water Samples	
State Samples	Completed- February
Daily Chlorine Samples	Completed- February
Daily Fluoride Samples	Completed- February

Monthly & Daily Water Usage Totals	February 2016	February 2015
Monthly Totals	6,693,000	9,070,000
Daily Average	230,000	323,000

Water Leaks	Location	Work Order Date	Completion Date
2" Main Line	311 Elizabeth Ave.	2/9/16	2/9/16

Well Status			
Well	# Of Gallons February 2016	# Of Gallons February 2015	Difference 2016 vs 2015
#1	Operational - Emergency Use Only	Operational - Emergency Use Only	Operational - Emergency Use Only
#2	348,000	732,000	-384,000
#3	1,098,000	3,345,000	-2,247,000
#4	5,247,000	4,993,000	+254,000
Total	7,122,000	9,070,000	-1,948,000

Sanitary Sewer Department

Sewer Issues on Property Owners		
Date	Address Of The Property With The Sewer Issue	Property Contacted Or Door Tagged
2/02/16	108 Delaware Ave.	Contacted
2/05/16	2 Ward St.	Contacted
2/09/16	501 Shaw Ave.	Contacted
2/17/16	101 Clark St.	Contacted
2/19/16	110 Wolcott St.	Contacted
2/23/16	2 & 4 E. Milby St.	Contacted
2/25/16	111 West St.	Contacted
2/26/16	178 Main St.	Contacted
2/29/16	10 Ward St.	Contacted

Please Note: Public Works attempts to contact all property owners affected by a sewer back-up. When contact cannot be made in person, a door tag is left to inform the owner of the situation. The door tag contains contact information so the owner may contact public works for additional information regarding the incident.

Issues on City of Harrington		
Date	Address Of Sewer Issue	Plunged/Jetted
2/01/16	309 Harrington Ave.	Plunged
2/04/16	122 Grant St.	Plunged
2/09/16	119 Dorman St.	Plunged
2/12/15	115 Mispillion St.	Plunged
2/17/15	17 Ward St.	Plunged
2/22/15	79 Clark St.	Plunged
2/24/15	220 Delaware Ave.	Plunged
2/26/16	116 Fleming St.	Plunged
2/28/16	202 E. Center St	plunged
2/29/16	201 E. Milby St.	Run the sewer jet

Street Maintenance

Pot hole Locations	Repairs Made
Clukey Dr.	Been keeping a check and filled because of the big trucks.
Meadawood Lane	Been keeping a check and filling hole in till it is black topped.
Hanley St.	Repairs have been made.
Wolcott St.	Repairs have been made.
E. Milby St.	Repairs have been made.
High St.	Repairs have been made.
Dickerson St.	Repairs have been made.

Please Note: Street maintenance has not begun due to the large volume of water line repair work.

Building Maintenance/ Work Orders

Location	# of Calls
City Hall	7
Library	7
Police	9
Community Center	0
Waste Water Treatment Plant	2
Parks & Recreation	2
Public Works	9

Project Updates

Water Meter Installation

- Public Work is still reading all meters every month to pick up any leaks that are on the home owners. Also to make sure everyone is trained on the process of the meter reading.

Water Meter Checks

- We have been checking anywhere between two and five meters a week at the request of the customer setting it up at City Hall.
- Taking the handheld out and pulling data off the meters at the request of City Hall.

Storm Drains Cleaning

- We have been cleaning storm drains on a regular bases.
- We also clean the grates if rain is expected. And as well we keep them clean during the rain fall.
- If it's a light rain we clean them with the sweeper.
- If it's a heavy rain we go out and keep them clean by hand.

Pump Stations

- Public Works pull pump # 2 at Clarks Corner and sent it away to be checked out to find out what was wrong.
- Public Works had to pull the number the #1 and # 2 pumps and cleaned them out and reset it in the wet well at the Messicks Station.
- Public Works had to pull pump # 1 at Mispillion Village Station clean it and reset it in the wet well.

- Public Works had to pull pump # 2 at Smith St. Station and cleaned it out and reset it in the wet well.
- Public Works had to pull pump # 2 at Farmington Station and clean it out and reset it in the wet well.

The I & I Project

- Tri State has been clean lines and videoing the line ones they are clean.
- They have been grouting any joints that need it as they go through the system.
- They have found a collapsed line on Hanley St.
- They have been working on Delaware Ave. and Center St. and Clark St.
- They located a manhole that was covered on Mispillion St. Public Work dug the manhole up to get them access.
- They located a manhole that was covered on Simpson St. Public Works dug up the manhole to gain them access.
- They located a manhole that was covered on High St. Public Works dug it up to give them access.

Recurring Sewer Problems

- Public Works run the camera in the service line at 178 Main St in Farmington. The service line was in good shape but had grease in the line. We jetted the line and started putting root and grease control in the service line.

Snow Removal

- Public Works worked on keeping the streets open during the storm.
- We plowed the alleys when we had the streets passable.
- We also kept the Fire House parking lot plowed and the Church parking lot plowed.
- Then we cleaned off all porches ramps sidewalks on the City owned lots.

Date: March 3, 2016
To: Mayor and Council
City of Harrington
From: Christine Hayward – Library Director
RE: Work Report – Harrington Public Library – Month of February 2016

Circulation Usage		
Item	Number	Comments
Visitors/Users	2746	During the month
Items checked out	2985	All items checked-out during the month
Items returned	2373	All items returned during the month
Items overdue	144	Items listed as overdue at any time during the month
Fines & Fees		Collected During the Month
Overdrive eMedia : eBooks eAudiobooks Streaming Video	248	Total checked-out during the month
Computer Use: 637	Total Public Access Use For the month - Individual logins: Wireless Users: - 85	< Total is for Public Access Computer Use. < Total is for patrons using WIFI with their own devices – laptops, Ipads etc.
Other Reference questions requiring staff assistance. N/A	Computer help including Ebooks: Assistance with: general instruction on how to use the Library Catalog and Databases for Reference questions including Readers Advisory, job search, resumes, Delaware Code, current events, health, travel, etc. Total reference transactions tracked by Dewey number for the	Totals are for all staff assisted reference transactions including those requiring computer help. Totals are tracked by Dewey Number and reported monthly to the State Library Totals include patrons who attend the Job Center or the weekly Basic Computer Class. Total reference including, directional , account related, Library Policy or other assistance – NOT tracked by Dewey number: Total virtual reference (by Email, phone, IM, Text): Total combined reference in person or virtual:

Harrington Public Library	PROGRAMS	February 2016
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Name	Date	Attendance
Minecraft Club	Feb. 1,3,10,17,22,24	Children: 40 Adults: 9
Story Time	Feb. 3, 17, 24	Children: 22 Adults: 8
Computer class	Feb. 1, 8, 22	Adults: 11
Book Discussion Group	Feb. 18	Adults: 6
Job Center	Feb. 2, 16	Adults: 7
Family Movie Night (Goosebumps)	Feb. 4	Children: 3 Adults: 2
Community Meetings/Events:		
Fernwood Homeowners Assoc.	Feb. 13	
Department of Elections Voter Registration	Feb. 26	

Kelly Blanchies

From: Christine Hayward <Christine.Hayward@lib.de.us>
Sent: Tuesday, March 15, 2016 2:36 PM
To: Kelly Blanchies
Subject: FW: April Library Events

Please include with Library Council Report.

From: Marleena Scott
Sent: Tuesday, March 15, 2016 2:08 PM
To: Christine Hayward
Subject:

April Events

Thinking of the Future: Skills for Teens

Friday, April 1st @ 4:00 pm—This final class helps teens visualize where their money will go once they start to earn. Each teen will be given a fictional budget based on their future occupation, and then will be led in making a budget based on real life expenses. Teens will leave the program with a clearer idea what things cost and how they should approach their future finances.

Baby and Me Storytime

Saturday, April 2nd @ 10:30 am—For birth to 24 months. Sponsored by the Harrington Public Library and the Lake Forest Readiness Team. Presented by former HPL Children's Librarian Marie Cunningham.

Computer Help Lab

Monday, April 4th @ 12:00 pm— Basic Computer Class. Space is limited; please sign up at the front desk.

Job Center

Tuesday, April 5th @ 1:00 pm-4:00 pm—Come visit our Job Center Professional anytime from 1:00 pm to 4:00 pm to learn how to put together a resume, cover letter, or if you have any other job related questions. No sign up necessary.

Baby Animals-Storytime

Wednesday, April 6th @ 10:45 am—Storytime every Wednesday. This program is geared towards pre-school age children and below. Each week we will read new stories and make fun crafts. If you have a group larger than 10, please sign up in advance.

Baby and Me Storytime

Saturday, April 9th @ 10:30 am—For birth to 24 months. Sponsored by the Harrington Public Library and the Lake Forest Readiness Team. Presented by former HPL Children's Librarian Marie Cunningham.

National Library Week Activities:

Computer Help Lab

Monday, April 11th @ 12:00 pm— Basic Computer Class. Space is limited; please sign up at the front desk.

Minecraft Club

Monday, April 11th @ 3:30 pm—Come to the library to play minecraft with friends! We will set up laptops in the back room for game play. Children must be between 10 years of age through 8th grade. We work on a first come, first serve basis with the laptops.

Life-Sized Pac Man for Teens

Tuesday, April 12th @ 6:00 pm—For Children in 6th grade through 12th grade, come and participate in a life-sized Pac Man The idea is to play a game of Pac-man in real life, using the kids as the players. You must sign up to participate, space is limited, please call us at 302-398-4647.

Library Themed-Storytime

Wednesday, April 13th @ 10:45 am—Storytime every Wednesday. This program is geared towards pre-school age children and below. Each week we will read new stories and make fun crafts. If you have a group larger than 10, please sign up in advance.

Minecraft Club

Wednesday, April 13th @ 3:30 pm—Come to the library to play minecraft with friends! We will set up laptops in the back room for game play. Children must be between 10 years of age through 8th grade. We work on a first come, first serve basis with the laptops.

Mike Rose the Magician, Family Fun Night, and Reading to the Dogs

Thursday, April 14th @ 6:00 pm—Come see a magic show performed by Magician Mike Rose, and enjoy a free craft night provided by the POLYTECH Parents as Teachers Group! We will also have a free reading program to help improve your child's reading skills! You also get to meet our volunteer dogs. They love to be read to!

National Library Week Writing Contest Winner Announcement

Friday, April 15th @ 4:00 pm—Winners from the writing contest will be announced!

Baby and Me Storytime

Saturday, April 16th @ 10:30 am—For birth to 24 months. Sponsored by the Harrington Public Library and the Lake Forest Readiness Team. Presented by former HPL Children's Librarian Marie Cunningham.

Computer Help Lab

Monday, April 18th @ 12:00 pm— Basic Computer Class. Space is limited; please sign up at the front desk.

Minecraft Club

Monday, April 18th @ 3:30 pm—Come to the library to play minecraft with friends! We will set up laptops in the back room for game play. Children must be between 10 years of age through 8th grade. We work on a first come, first serve basis with the laptops.

Job Center

Tuesday, April 19th @ 1:00 pm-4:00 pm—Come visit our Job Center Professional anytime from 1:00 pm to 4:00 pm to learn how to put together a resume, cover letter, or if you have any other job related questions. No sign up necessary.

Earth Day-Storytime

Wednesday, April 20th @ 10:45 am—Storytime every Wednesday. This program is geared towards pre-school age children and below. Each week we will read new stories and make fun crafts. If you have a group larger than 10, please sign up in advance.

Minecraft Club

Wednesday, April 20th @ 3:30 pm—Come to the library to play minecraft with friends! We will set up laptops in the back room for game play. Children must be between 10 years of age through 8th grade. We work on a first come, first serve basis with the laptops.

Book Club

Thursday, April 21st @ 6:00 pm—Join us for a book talk! This program will also be a Recent Reads, so bring along whatever you are currently reading to share with the group! This program is a great way to meet new people.

Baby and Me Storytime

Saturday, April 23rd @ 10:30 am—For birth to 24 months. Sponsored by the Harrington Public Library and the Lake Forest Readiness Team. Presented by former HPL Children's Librarian Marie Cunningham.

Computer Help Lab

Monday, April 25th @ 12:00 pm— Basic Computer Class. Space is limited; please sign up at the front desk.

Minecraft Club

Monday, April 25th @ 3:30 pm—Come to the library to play minecraft with friends! We will set up laptops in the back room for game play. Children must be between 10 years of age through 8th grade. We work on a first come, first serve basis with the laptops.

Spring-Storytime

Wednesday, April 27th @ 10:45 am—Storytime every Wednesday. This program is geared towards pre-school age children and below. Each week we will read new stories and make fun crafts. If you have a group larger than 10, please sign up in advance.

Minecraft Club

Wednesday, April 27th @ 3:30 pm—Come to the library to play minecraft with friends! We will set up laptops in the back room for game play. Children must be between 10 years of age through 8th grade. We work on a first come, first serve basis with the laptops.

Delaware in the Civil War

Thursday, April 28th @ 6:00 pm—A program from the Delaware Humanities Forum presented by Dr. Gary Wray. This lecture examines Delaware's involvement in the War through the eyes of Delaware's greatest Civil War soldier, MGA Alfred A. Torbert of Georgetown. Other topics to be discussed include Fort Delaware, Delaware's industrial contribution to the war, other Delawareans in the war, and the geographic importance of Delaware to the Union.

Baby and Me Storytime

Saturday, April 30th @ 10:30 am—For birth to 24 months. Sponsored by the Harrington Public Library and the Lake Forest Readiness Team. Presented by former HPL Children's Librarian Marie Cunningham.

Date: 2/29//2016

To: Mayor and Council
City of Harrington

RE: Parks & Recreation February Report 2016

Program	Participants	Teams or Units	Comments
Dance	45	11	Registrations are ongoing. The Recital will be on June 11, 2016.
SPCA			Harrington Parks & Recreation Center is a location where you can donate wanted items to the first State Animal Center and Kent County SPCA.
Adult Fitness	115	N/A	Current number of adults registered to use the facility during the day. The annual membership will be \$50/person or \$75/family or couple.
Indoor Field Hockey	70	8	We allow the Lake Forest hockey players to practice at HPR. One of our high school teams won the Championship on 2/28/16 in Dover. One of our Middle School teams won the U14 Championship in Downingtown, PA on 2/27/16.
Basketball	97	11	Little Spartans Basketball is ongoing through February 2016..
Mat Ratz Wrestling	29		Mat Ratz Wrestling is ongoing through February 11, 2016.
Youth Indoor Hockey	25		Registrations are ongoing for YOUTH Indoor Hockey. This program is an instructional program for grades k-5. It will run during the month of March.
Spring Soccer	264	23	Registrations began on January 2, 2016 and ends on February 26, 2016.
Cheernastics	34	2	Registrations began on January 2, 2016 and ends on March 31, 2016 or when the classes are filled.
Tumbling & Gymnastics	6		Registrations began on January 2, 2016 and ends on March 31, 2016 or when the class is filled.
Ladies Fit Class	9		This is a new program held on Saturday mornings from 9:45-10:30AM.
Teen/Adult Ballet	4		This is a new class for adults that began in January. It is held on Thursday evenings from 6:30-7:15pm.
Golf Tournament			Registrations began on January 2, 2016 and end on May 13, 2016. The Gold Tournament is on Friday, May 20, 2016 at Johnathan's Landing.

Web Site = 800 visits and 3,432 page views

Recreation Center			
Days	Hours	Usage for the Month	Number of Participants
Mon –Thurs Fri	8am-4pm 8am-12pm	Adult Fitness	211 visits during the month
Mon-Thurs	5:30pm-7:45pm	Dances Classes	45
Mon-Thurs	1:00-3:00pm	Team Basketball	32
Mon-Fri	4:00pm-6:00pm	WT Chipman Middle School Wrestling Practice	35+ each day
Mon-Wed	6:00pm-9:00pm	Field Hockey Practice	70 each week
Thursday	6:15pm-7:30pm	Mat Ratz Practice	29 each week
Saturday	8:30am-4:00pm	Boy Scouts Pinewood Derby 2/20/16	60
Saturday	9:45-10:30am	Ladies Fit Class	9 each week
Saturday	11:00am-12:pm	Little Spartans Basketball ages 5-7	40 each week

Bill Falasco

Bill Falasco, Recreation Director

Harrington Fire Company, Inc

EMERGENCY 911

20 CLARK STREET
HARRINGTON, DE 19952-0236
BUSINESS: (302) 398-8931
FAX: (302) 398-4350

March 8, 2015

Harrington City Council:

Below is the Fire / Service and Training activity of the Harrington Fire Company for the month ended February 2016.

Total Fire Responses for the Month	20
In Town Responses	8
Out of Town Responses	12
Personnel In Service	303
Personnel Hours In Service	10 hrs 34 min
Personnel Manhours in Service	170 hrs 03 min
Miles Travelled	208
Total Service and Trainings for the Month	3
Personnel In Service	37
Personnel Hours In Service	7 hrs 00 min
Personnel Manhours In Service	82 hrs 00 min

Respectfully Submitted,

Rob Taylor
Fire Chief

Harrington Fire Company, Inc.
EMERGENCY MEDICAL SERVICE

20 Clark Street
Harrington, DE 19952

(302) 398-8931
Fax (302) 398-4350

March 8, 2016

Harrington City Council:

Below is the activity of the Harrington Fire Company Ambulance for the month ended February 2016.

Total Responses for the Month	96
Total Responses in City Limits	57
Total Responses out of City Limits	39
Men In Service	203
Hours In Service	96 hours 16 minutes
Manhours in Service	204 hours 33 minutes

Respectfully Submitted,

Chad Robinson
EMS Secretary



CITY OF HARRINGTON ZONING REPORT

Date: 3/9/16

This report is intended to provide a brief overview of the Zoning projects either pending or in process with the City of Harrington:

1. Pliant property (Rob Rider) – a conference call was held with the prospective tenant for the production of organic fertilizer; estimated cost of construction is \$10M with a 1 year construction time frame; estimated 15 jobs will be created. Permit applications are expected this spring. The production process was approved by Bill Pepper from a zoning standpoint. ***No updates as of 3/9/16***
2. ~~Agro Lab (Clukey Drive) – meeting held with owner Bill Rohr regarding possible interior renovations to his existing facility and the use of another building on the property for a Verizon contractor tenant; Bill advised that a lease has been executed with the tenant. No zoning issues. 2/9/16 – ***Certificate of occupancy has been issued for tenant.***~~
3. Color Box building – meeting held in early November with prospective tenant (automotive storage occupancy); no movement on construction yet; expected early this year. No zoning issues. 3/9/16 – ***An onsite meeting was held on 3/4/16 with the new owner, Frank Moore, to discuss immediate occupancy of the office area. A walk through had been done previously (November 2015) to identify issues that would need to be resolved. Mr. Moore was advised on 3/4/16 that illuminated Exit signs and fire extinguishers would have to be installed before a Certificate of Occupancy could be issued. No renovations are planned for the initial occupancy, but Mr. Moore advised that he would soon be seeking a permit for interior renovations to make the space more usable for his business. Confirmation of the 2 items was received on 3/8/16 and a Certificate of Occupancy issued that same day.***
4. 260 Delaware Ave – application received (2nd submission) for the construction of a single family dwelling on the lot. Several zoning issues raised and discussed with Bill Pepper. Could ultimately involve an application for lot width variance from the Board of Adjustment. Applicant has not yet submitted the proper paperwork for a Category B review. No construction plan review has taken place at this time. Proposed structure is 2-story dwelling with an attached 3 car garage; appx. 3000 ft². 3/9/16 – ***no updates.***
5. 224/226 Weiner Ave – fire event on 11/29/15; families have been displaced; property was a 2-family dwelling (rental); the fire appears to have destroyed most of the 2nd and 3rd stories. The 2 family dwelling is not a permitted use in the current zoning, however it is recognized a non-conforming use and the owner has a reconstruction right; project is pending. 2/9/16 – ***a building permit has been issued. 3/9/16 – no new updates***

6. **Stone's Pub** – new owner has obtained demolition permit for interior work; a building permit application has been received and rejected for lack of proper construction documents; 1st floor is proposed as a continued use as a Bar and package store; Floors 2 and 3 will not be renovated at this time. The owner has expressed a potential use of floors 2 and 3 as residential (rental) at some time in the future; applicant has been made fully aware of all code requirements. *2/9/16 – a 2nd submission of the construction documents were received on 2/9/16.*
3/9/16 – a building permit has been issued for the renovation of the 1st floor only. Electronic construction plans were provided by the new owner for floors 2 and 3 but have yet to be processed as a building permit application has not been received. The plans indicate reconstruction of the existing uses; 3 apartments on 2nd floor, 8 rooming units on 3rd floor. It has been proposed to install a fire suppression system (sprinklers) in the building and all life/safety issues will be brought into compliance with the 2012 IBC.
7. **Harrington Meadows** – A Board of Adjustment application was received for this project on 2/26/16. The application sought relief on lot size and setbacks in consideration of possibly changing the type of dwellings proposed from Townhouses to Single Family Dwellings. (added 3/9/16)
8. **Appx. 17156 South DuPont Hwy** (vacant lots adjacent to Verizon store) – A call was received from an agent for a developer out of Chicago, Mr. Tom Cleary. He asked if the street behind the lots (Howard Dill Ave) could possibly be relocated to facilitate the combining of 3 lots to meet his client's needs. This was discussed with the City Manager. It was relayed to Mr. Cleary that the City would consider such relocation but would obviously need more information and a proper plan submission before any final decisions could be made. Mr. Cleary did not divulge who his client was but did indicate that the proposed facility would have a drive-through component. (added 3/9/16)
9. **101 3rd Street** – A building permit has been issued and construction has begun for a new 2-story Single Family Dwelling on this property. (added 3/9/16)
10. **Midway Shopping Center** – Two new tenant spaces received Certificates of Occupancy. Dynamic Physical Therapy and a Chiropractor's office. (added 3/9/16)
11. **Harrington Retail Center** – A pre-development meeting was held on 2/12/16 with the Architect of Record for the property to discuss the possibility of constructing a mini storage facility. Debbie Pfeil oversaw this meeting. (added 3/9/16)
12. **112 East St** – A meeting was held on 2/5/16 with Mr. Gary Johnson of Telemon Corporation to discuss the Zoning Classification and potential use for the lots owned by Telemon on East St. (14 lots). Telemon was interested in constructing an office building. Mr. Johnson was advised that the lots are classified as R-2 and of the uses that would currently be permissible. (added 3/9/16)
13. **Friendship Village** – There are currently 3 new Single Family Dwellings under construction. (added 3/9/16)
14. **1259 Corn Crib Rd (Hotel)** – A building permit application was received on 3/8/16 to convert a conference room into an apartment at this location. No zoning applications

were received. A preliminary review indicates that such a change in use may not be permitted. Further updates will be provided as they become available.

Respectfully Submitted,

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MEMORANDUM

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To: City of Harrington Mayor and City Council
Teresa Tieman, City Manager

From: Thomas G. Wilkes, P.E.

Date: March 17, 2016

Re: City of Harrington
Project Update
Our File# DKHNT044

Enclosed please find the March 2016 update for the various capital projects we are administering for the City of Harrington.

Please do not hesitate to contact me directly with questions at (302) 266-0212, extension 3003.

**MONTHLY UPDATE
MARCH 2016
CITY OF HARRINGTON
CAPITAL PROJECT UPDATE**

1. Lagoon Closure Project

Status: We requested a meeting with DNREC officials to discuss specific sampling requirements and analytical protocol. *Nothing new to report this period.*

2. I&I Removal Program (DKHNT036)

Percent complete (construction phase): 90%

Status: All cctv, cleaning and joint grouting work is complete. Spot repairs/lining and manhole parging is also complete. Full length pipe re-lining is underway for sewer mains on Hanley, Liberty, Mispillion, Mechanic, Peck, West, and Clark Street. No open trench pipe replacement work will be needed which is good; very expensive. Work should be completed week of 3/21/2016.

3. New Water Projects Funding Applications - USDA and DNREC (DKHNT040)

Percent complete (engineering phase): 95%

Status: New mains, supply well, storage tower, facilities building, etc. The DNREC Funding application has been submitted. USDA requires a Preliminary Engineering Report (PER) and an Environmental Report (ER); these Reports were prepared and submitted on September 29, 2015. We received comments from the agencies and are revising the Reports accordingly. The ER was re-submitted week of 3/7/2016.

4. 2015 Road Program (DKHNT041)

Percent complete (construction phase): 25%

Status: Status: The project was awarded to Jerry's, Inc. for \$149,518. The Notice to Proceed was November 2, 2015. Meadow Wood has been surveyed and staked out. This work was suspended due to the winter weather. A Pre-construction meeting is scheduled for April 4 to start work.

5. Sanitary Sewer Capacity Improvements - USDA and DNREC Funding Applications (DKHNT042)

Percent complete (engineering phase): 95%

Status: New larger sewer mains on Liberty, Clark, Dixon, Gordon Streets. The CWSRF Funding application has been submitted. The Preliminary Engineering Report (PER) and Environmental Report (ER) were prepared and submitted on November 4, 2015. We received comments from the agencies and are revising the Reports accordingly. This project received funding approval from the WIAC on 2/17/2016.

6. Municipal Parking Lot

Percent complete (engineering phase): 0%

Status: We are preparing a proposal for engineering services to create drainage improvements and new paving of the Dorman street parking lot.

**CITY OF HARRINGTON
MAINTENANCE BOND AND WARRANTY EXPIRATION
TRACKING FOR COMPLETED CONSTRUCTION PROJECTS**

1. 2013 Road Program – Dickerson Street, Simmons Street, Calvin Street, and Harrington Avenue (DKHNT031)

Maintenance Bond/Warranty Expiration Date: August 14, 2016

Comments: An inspection will be conducted in July of 2016 for a recommendation of release of the maintenance bond.

2. 2014 Road Program - Dixon Street, Mechanic Street, and Wolcott Street (DKHNT034)

Maintenance Bond/Warranty Expiration Date: August 14, 2016

Comments: An inspection will be conducted in July of 2016 for a recommendation of release of the maintenance bond.

