

# Tips for Navigating Council's Website

## Current Agendas and Legislation

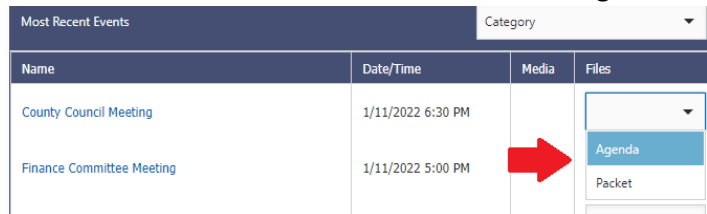
- 1) From County Council's homepage click on **Meetings and Agendas** located in the menu on the left-hand of the page.



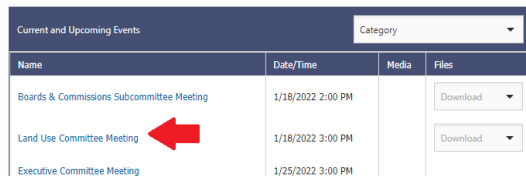
- 2) Next click on **Agendas and Minutes**



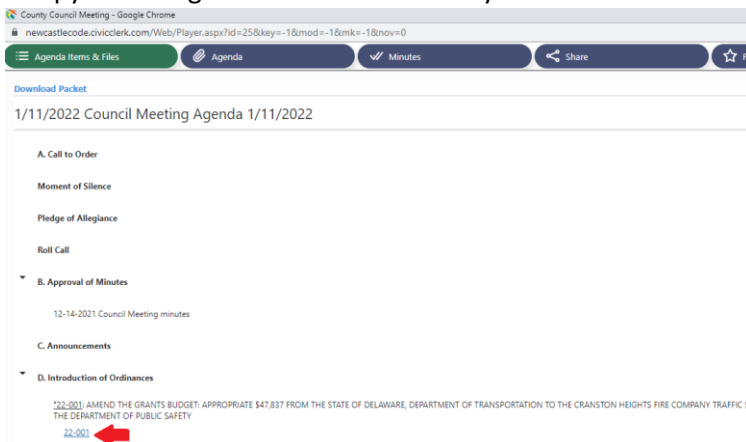
- 3) To download a copy of the agenda or the entire meeting packet click on the **drop-down box** next to the committee's name and select either **Agenda** or **Packet**.



- 4) To view a specific piece of legislation, click on the blue **meeting name** listed in the first column.

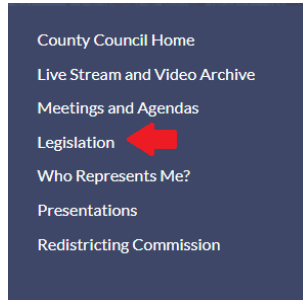


- 5) Scroll through the agenda click on the **ordinance** or **resolution** you wish to view. This will open a copy of the legislation and from there you will be able to download or print a copy of it.

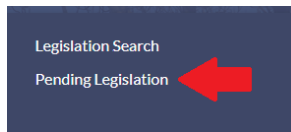


## Locating Previous Legislation

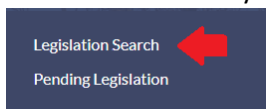
- 1) From Council's homepage, click on **Legislation** located in the menu on the left-hand of the page.



- 2) If the legislation has been introduced and tabled or referred to a Department, Board, or Commission for recommendation, click on **Pending Legislation**.



- 3) Click on **Legislation Search** to view the current status of legislation previously introduced by council. You can search by number, date, council member, or keyword.



- 4) **Legislation Search:**
  - a. **Sponsor:** If you know, select them from the dropdown box.
  - b. **Title and Description:** It's best to keep your search words narrowed down to one two word.
  - c. **Introduced After:** Remove the date from this box if you want to search from a year prior to the one listed.
  - d. **Bill #:** Do not use hyphens. To search for resolutions, use the letter R before the numbers. To search for ordinances use the letter O before the numbers  
**For Example:** Resolution 21-000. You would enter R21000

**Legislation Search**

Sponsor: <Any Sponsor>  Include Cosponsorships

Title and Description:

Introduced After:

Introduced Before:

Bill #:

There are 777 items matching your search criteria.

	Intro Date	Leg. #	Title	Sponsor	Status
<a href="#">Details</a>	1/11/2022	R22007	CONGRATULATING AND COMMENDING SENIOR SERGEANT REGINALD LASTER ON HIS RETIREMENT FROM THE NEW CASTLE COUNTY POLICE DEPARTMENT	BELL, WILLIAM	Passed
<a href="#">Details</a>	1/11/2022	R22014	CONGRATULATING AND COMMENDING MASTER	RELI	Passed

## How to locate your council district

- 1) From County Council's home page click on **Who Represents Me?** located in the menu on the left-hand side of the homepage.



- 2) On the **Parcel Search** page:

- a) **Street Number:** Type in the number for your address.
- b) **Street Name:** Type in the street name. Only include the street name, do not enter suffixes like Road, Lane, Ave., etc. Numbered street names should be spelled out (TWENTY FIFTH instead of 25<sup>th</sup>).
  - For example, someone living at 87 Reads Way would enter street number 87 and street name READS.
- c) Click on **Search** after you have correctly entered your information.

A screenshot of the Parcel Search form. The form has several input fields: 'Parcel #', 'Street Number' (with '87' entered), 'Street Name' (with 'Reads' entered), 'City', 'Deed Book', 'Page', 'Subdivision' (with a 'Lookup' link), 'Lot #', 'Sort By' (set to 'Owner'), and 'Results Per Page' (set to '50'). There are 'Search' and 'Clear' buttons at the bottom. Red arrows point to the 'Street Number' and 'Street Name' fields.

- 3) To find out more information about the parcel, including the council district, click on **Details**

A screenshot of the search results page. It shows the same search form as above, but with a red arrow pointing to the 'Details' link in the first row of the results table. The table has columns for 'Parcel #', 'Address', 'City', 'Lot #', and 'Current Owner'.


	Parcel #	Address	City	Lot #	Current Owner
<a href="#">Details</a>	1001300033	87 READS WAY	NEW CASTLE		NEW CASTLE COUNTY

- 4) Scroll down to the **District & Zoning Info** section. The council district will be listed in the District section.

<a href="#">Details</a>	3607	PLUMBING PERMIT
<a href="#">Details</a>	3602	HVAC PERMIT

**District & Zoning Info**

Districts

- [COUNCIL 7 - GEORGE SMILEY](#) 
- [FIRE/RESCUE - WILMINGTON MANOR](#)
- [COLONIAL SCHOOL DIST-TRES](#)
- DE REP 17-MELISSA MINOR-BROWN
- NORTH OF C&D CANAL
- DE SEN 13-MARIE PINKNEY
- SEWER DISTRICT NORTHERN-ASMT
- WETLANDS-LU
- PLANNING 2 - NEW CASTLE
- FLOODPLAIN
- TRAFFIC ZONE T160 (YR2000)

Zoning

- BP - UDC - BUSINESS PARK

Deed History

- 5) Click on the **Council District** to discover more about your Council Member including their contact information.