

Administrative Official and Public Works Department Monthly Report for February 10, 2015 Town Council Meeting

(covers period from 010915 through 020415)

Administrative Official:

- There were 16 building and sign permits and 22 Certificates of Zoning Compliance issued during the month January 2015.
- Processed 760 business and rental licenses thus far for calendar year 2015
- Processed Gross Rental Receipt Tax (GRRT) from rental income received between July 1st and December 31st that is due February 15, 2015 in the amount of \$91, 000.00.
- The Board of Adjustment did not meet in January but will meet on February 19th to hear the following applications:
 - ✓ **V-295:** submitted by the property owners, Daniel and Beverly Flynn, requesting a variance from Article V, §140-28 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which requires a 25' setback for side lot lines abutting a street. This variance seeks to allow the applicant to erect a dwelling unit on the parcel that would encroach 5.9' into the required 25' setback for side lot lines abutting a street on property located at 110 West Avenue (PIDN: 036.050 / Sussex CTM#: 134-12.00-474.00).
 - ✓ **V-296:** submitted by the property Eugenia Athan, requesting a Special Exception, to operate a bed and breakfast on property zoned R-1 (Single Family Residential District), located at 17 Central Avenue (PIDN: 249.000 / Sussex CTM#:134-12.00-599.00).
- The Planning and Zoning Commission was scheduled to meet on January 15th however the applicant requested that the review be rescheduled to the February meeting. The Commission will meet on February 19th to hearing the following application:
 - ✓ **P-285:** review of a Land Development Preliminary Site Plan submitted by Steven J. Collazuol on behalf of the property owners Ann Bennett Collazuol & Steven J. Collazuol in conjunction with application P-285, to subdivide parcels of land into six individual parcels of land, on property zoned R-1 (single family residential), located at 34 Woodland Avenue (PIDN's: 116.000 & 116.001 / Sussex CTM#: 134-12.00-317.00 Parcels A & B).
- Submitted Ordinance # 319 - Flood Damage Reduction, adopted by Town Council on January 13, 2015, to DNREC and FEMA for approval. As you may recall we are required to have a new Flood Damage Ordinance adopted and approved prior to the effective date of the new FEMA maps which will occur on March 15, 2015.
- Met with the Town assessor Dave Hickey to discuss submission of Certificates of Occupancy and submission of additional documentation by my office that will assist with his assessment process.
- Met with a representative of Evergreene Homes to discuss three proposed developments that Evergreene is working on within the Town. All three projects have entered into the review process and they were seeking further clarification of regulations.
- Our consultant from the Institute of Public Administration with the University of Delaware (IPA UDel) and I met to discuss the following: Comprehensive Land Use Plan (C.L.U.P.) update, new zoning map, and other land use issues.

- Participated in a focus group of community leaders and decision makers at the Indian River Inlet Marina from 5P to 7P on February 3, 2015. The workshop was conducted on behalf of the Delaware Coastal Programs (DCP) by Responsive Management to determine needs and desires as they relate to the core areas of the Coastal Management Program. The purpose of the meeting was to enable the DCP to tailor trainings, projects and technical products to our community's needs.
- Met with or had phone conversation regarding a number of inquiries about land use, variances, drainage, signage, etc.

Public Works:

- Decorations for the holiday season were removed from town buildings and grounds.
- The Town Manager and I met with Christmas Décor to discuss holiday decorations and lighting for Town structures and locations in the upcoming years.
- Had discussions with Spencer Van Schaak of Windansea, LLC, the developer of the Ocean View Beach Club to discuss signage as well as some issues that have arisen regarding the roadways in this development. A subsequent conference call with the contractor and the Town engineer has resolved the matter at this time.
- Met with Brain McManus, the community manager of the Ocean View Beach Club for K Hovnanian Homes to discuss grading plans for the construction within this development. This resulted in an additional meeting that included the Town engineer at which time the requirements and submission process for single lot development as it applies to this project. This should help to create a better transition process for submission and review in the future.
- DPW personnel attended a DFIT workshop in Dover on January 20th.
- Have had ongoing discussions with authorized repair personnel for the Generac generator at 201 Central so that we can engage in a maintenance contract. The current provider is retiring and I am in the process of finalizing with Barnes Electric that currently services our generator at 32 West Avenue.
- Service and repairs scheduled and completed at Town facilities.
- Provided documentation of the 2013-01 Street Management Project to representatives of Bear Trap Dunes Home Owners Association (BTD HOA) who has hired an independent consultant to review the roadway. I have had discussion with the Town engineer regarding the issue which is known as raveling. The Town engineer has indicated that Raveling is a loss of aggregate material on the surface. KEI, in order to quantify the extent of the "surface" raveling, will perform a field evaluation to determine the amount of raveling which will include measurements to determine the extent, as well as, photographs to provide a visual documentation. Upon completion of the evaluation, KEI will submit a report documenting our findings to the Town. The Town has been aware of the ongoing issue and has been monitoring the project. A letter has been sent by the Town Manager to the project contractor placing them on notice within the three year warranty timeframe. A meeting with the BTD HOA, their consultant and property manager was attended by myself and the Town Manager and after further discussion it was determined that a meeting should be scheduled later at which time all parties could be in attendance to discuss a resolution.
- Public works personnel have been replacing and installing signs as well as clearing in the park and the ditch within the Town right of way (R.O.W.) in Country Village.