

Administrative Official and Public Works Department Monthly Report for April 14, 2015 Town Council Meeting

(Covers period from 050715 through 060515)

Administrative Official:

- Inquiries and requests for service continue to rise as more property owners return to the area for the summer season. Staff is doing a wonderful job handling these demands with our current staffing levels.
- There were 20 building and sign permits and 24 Certificates of Zoning Compliance/Occupancy issued during April 2015.
- Processed 901 business and rental licenses thus far for calendar year 2015 through March 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 \$150,000.00.
- The Board of Adjustment met on May 21st to hear the following applications:
 - ✓ **V-299:** a variance from Article II, § 187-11- A & B of the Streets and Sidewalks chapter of the Town Code submitted by the property owner Robert Thornton. Article II, § 187-11- A & B require that Curbs shall be installed along both sides of the street and that all curbing shall be DeIDOT PCC Type 1 vertical face with eight-inch reveal. Construction of curbing shall be in accordance with DeIDOT Standard Specifications 2001, or latest addendum in the Mixed Use Planned Community of Silverwoods.

This variance seeks to allow the applicant to construct curbing other than that which is required by Code on property located on Beaver Dam Road (PIDN:413.000 / Sussex CTM# 134-16.00- various). **GRANTED w Conditions**
 - ✓ **V-300:** a variance from Article X, § 140-63-D & E of the Land Use and Development Chapter (L.U.D.C.) of the Town Code submitted by the property owner Robert Thornton. Article X, § 140-63-D & E limits the number, type, size and duration of display for signs that are permitted in all Districts for Real Estate, Development and Construction in the Mixed Use Planned Community (MXPC) of Silverwoods.

This variance seeks to allow the applicant to erect or maintain signs previously erected that will exceed the number, type, size and duration of display for signs that are permitted in this MXPC District on property located on Beaver Dam Road (PIDN:413.000 / Sussex CTM# 134-16.00- various). **GRANTED request for one (1) sign and DISAPPROVED request for two (2) other signs**
 - ✓ **V-296:** a request from property owner Eugenia Athan to revisit the parking requirements for a Bed & Breakfast Special Exception granted by the Board on February 19, 2015. The applicant is proposing to reduce the number of bedrooms offered for rent which would reduce the required parking spaces.
GRANTED
- The Board of Adjustment is scheduled to meet on June 18th to hear the following applications:
 - ✓ **V-301:** a request for a variance from Article V, § 140-28 and § 140-32, Article IV, § 140-25-C(5)(c)[7], Article VI, § 140-100-D(12)(b)[3] of the Land Use and Development Chapter (L.U.D.C.) and Article II, § 187-10-A of the Streets and Sidewalks Chapter of the Town Code submitted by the property owners Scott & Nancy Burd. Article V, § 140-28 and § 140-32 each require a 25 foot setback

from a side lot line abutting a street for principal structures and attached accessory structures or in this case a 14 foot setback for a side lot line abutting a street as set by the Board of Adjustment under variance application V-279 on November 12, 2013. Article V, § 140-32 requires a minimum 5 foot distance between detached accessory structures and other buildings and structures and Article IV, § 140-25-C(5)(c)[7] requires that no building or structure be located less than 5 feet from the water's edge around the entire perimeter of the pool. Article VI, § 140-100-D(12)(b)[3] and Article II, § 187-10-A each require that the width of a driveway through the Right of Way (R.O.W.) be a maximum of 20 feet.

This variance seeks to allow an existing principal structure and attached accessory structures with steps to encroach into the 14 foot setback of the side lot line abutting a street as granted by V-279, to allow a hot tub to remain within 5 feet of another building or structure and to allow a driveway to be wider than the maximum 20 foot width through the R.O.W. on property located at 39 N. Primrose Lane (PIDN: 002.640 / Sussex CTM#: 134-12.00-746.00).

- ✓ **V-302:** a request for a variance from Article V, §140-28 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code submitted by the property owners Donald and Carolyn Lawson. Article V, §140-28 limits lot coverage to a maximum of 45% for single family parcels in a Residential Planned Community (R.P.C.) wherein this parcel lies.

This variance seeks to permit existing lot coverage to exceed the maximum lot coverage permissible by Code on property located at 12 Golden Eagle Dr. (PIDN: 402.246) / Sussex CTM#: 134-16.00-2005.00)

- The Planning and Zoning Commission met on May 21st to review the following applications:
 - ✓ **P-261:** review a Land Development Final Site Plan for Phase I, of a Mixed Use Planned Community (MXPC), submitted by the property owner Robert Thornton, for property located on Beaver Dam Road (PIDN: 413.000 / Sussex CTM# 134-16.00- various). **APPROVED w Conditions**
 - ✓ **P-276:** review a Preliminary Land Development Site Plan submitted by The Evergreene Companies on behalf of the property owner Dianne H. Archut - Trustee, to subdivide one parcel of land into fourteen individual parcels of land, on property zoned R-1 (single family residential), located at 110 Central Avenue (PIDN: 074.001 / Sussex CTM#: 134-12.00-428.00). **DEFERRED**
 - ✓ **P-291:** review a Preliminary Land Development Site Plan submitted by the property owner, CJ Pines, LLC, to create a general business that will include structures for a restaurant and office/retail space, on property zoned GB-1 (General Business District 1), located at 83 Atlantic Avenue (PIDN: 093.000 / Sussex CTM#:134-12.00-300.00). **APPROVED w Conditions**
 - ✓ **P-292:** review a Preliminary Land Development Site Plan submitted by the property owners, Kurt and Emily Wode, in conjunction with application P-292 to subdivide one parcel of land into two parcels of land, on property zoned R-1 (single family residential), located at 33 Daisey Avenue (PIDN: 142.010 / Sussex CTM#: 134-12.00-325.00). **DEFERRED**

- The Planning and Zoning Commission is scheduled to meet on June 18th to hear the following applications:
 - ✓ **P-276:** to review a Preliminary Land Development Site Plan submitted by The Evergreene Companies on behalf of the property owner Dianne H. Archut – Trustee to subdivide one parcel of land into fourteen individual parcels of land, on property zoned R-1 (single family residential), located at 110 Central Avenue (PIDN: 074.001 / Sussex CTM# 134-12.00-428.00).
 - ✓ **P-279:** to review a Preliminary Land Development Site Plan submitted by The Evergreene Companies on behalf of the property owners OK Land Ltd. and Gerard and Mary Hurley, to construct fifteen (15) Townhouses, on property zoned GB-1 (General Business District 1), located at 24, 26 & 28 Atlantic Avenue (PIDN's: 298.000 & 299.00 / Sussex CTM#'s: 134-13.00-37.00, 38.00 & 36.00)
- We are working with residents of Avon Park and Woodland Park to gain signatures on easements for the Public Works drainage projects. There have been some difficulties obtaining signatures when it is learned that there has been a change in ownership that has not been properly recorded in Sussex County. This requires us to begin the easement preparation process for that property over so that the correct names are on the easement. The process is further delayed when the property owner has to obtain documents from other states to provide at the County level for recordation. We continue to exchange information with the contact persons in each community. Attempts to gain signatures on easements for the West View Phase II and Country Village Phase I project are also in process. We currently have 1 of 42 easements completed for the Woodland Park project but it is a two phase project. The Avon Park easements are further along where we have 11 of 23 completed and 4 in partial stage of completion (need additional signatures).
- Respond to all community complaints and inquiries and follow up with a response or action as needed.
- Met with representatives for a number of land development projects prior to and after Board of Adjustment and Planning and Zoning meetings to discuss documents and materials required for the meetings and afterwards to discuss conditions set by the Board and Commission. The purpose of these meetings is to assist in their preparation of follow up documents for presentation at the next review or to complete recordation of the project.
- The Town recently hired someone (Sharon Tanis) on a temporary basis to fill the receptionist position. Resumes have been received and interviews will begin shortly to find a permanent replacement.

Public Works:

- Solar powered radar speed signs have been erected on Woodland extended to provide visible warning signs of a motor vehicles speed to motorists operating along that roadway.
- Painting of curb and gutter within the Bear Trap community by the Sussex County correctional facility is almost complete. The painting is the last part of the project to delineate No Parking areas that were requested by the HOA to help reduce parking issues and address safety issues that might delay emergency responders. The Town has also installed approximately 25 signs to indicate where parking is prohibited. There have been a number of delays with painting but the entire project should be completed during the week of June 8th.
- Please refer to the Administrative section of this report for updates regarding drainage easements for West View - Phase II, Woodland Park - Phases I & II and Avon Park. Once we have these in hand we can begin the bid process so that a contractor might be hired to complete each project.
- Sinkholes as noted in last month's report have been addressed as follows:
 - ✓ Sewer line and roadway at 18 Woods Circle was repaired by Sussex County.
 - ✓ A steel plate has been temporarily placed at Horseshoe & S. Horseshoe Drive in Country Village until we can acquire the necessary easements to move forward with the projects. I have all of these easement requests in hand and will contact the affected property owners this week.
- Additional sinkhole in Savannah's Landing at Mary Elizabeth Dr. & Kenneth Place was repaired by a local contractor.
- Contacted an arborist to look at a mature tree in the north end of the park that is decaying so that we can determine whether it needs to be removed.
- The contractor for the 2013-01 Street Management Project swept the streets in the project area prior to Memorial Day.
- The Town Manager and I have met with a representative of Liberty Parks, who has the state contract for playground and park equipment. We have finalized plans to add additional pieces in the park to complement those already in place and to continue the five year plan for park upgrades. It is our hope that some of these upgrades will be completed prior to the July Council meeting.
- DPW employee Stuart Townsend attended a training seminar in Dover provided by our workers compensation insurer that addressed safe operation of chainsaws.
- A representative of Kercher Engineering met with the property management company for the Ocean Mist community on 060415 to discuss repairs that must be made before the Town will consider adopting the roadway. Once these repairs are completed and the two units currently under construction are inspected and approved Kercher will review again and provide a letter to Town Council of their findings. This will be presented to Council when completed.
- Building & Ground Maintenance:
 - ✓ Had toilet replaced in Town Hall.
 - ✓ Landscaping completed around gazebo and in center raised flower bed within passive park area along with irrigation and accent lighting.
 - ✓ Flower beds at 201 Central and 32 West Avenues weeded and mulched.
 - ✓ Received and installed new barbeque grills and picnic tables at 32 West Avenue.

- In addition to their daily duties the Public Works Personnel have also been completing the following tasks:
 - ✓ Begin preparations for the summer season by larvaciding catch basins, ditches and low lying areas throughout the Town. Particular attention is paid to those areas with storm water management ponds, drainage ditches and other areas where water tends pool.
 - ✓ Cleaned all light fixtures in Town Hall as well as all floor registers and changed batteries in smoke detectors.
 - ✓ Repaired numerous leaks in irrigation system at John West Park.
 - ✓ Had concrete pad in front of park bathrooms replaced so that water would flow away from structure. This caused damage previously to an interior wall that was fixed earlier.
 - ✓ Weed control was initiated along Central Avenue and the open pipe drainage systems in The Cottages and Kelley Estates.
 - ✓ Trimmed weeds around boat ramp on Tingle Street as a result of a neighbor's request to Council.
 - ✓ Stained new picnic tables (12) received this month from the Dept. of Corrections. Tables were ordered to replace existing tables that had been damaged previously and were getting old.
 - ✓ Finished removing all DPW and other materials from the Shores garage so that the Historical Society would be able to clean and use for presentations during the Homecoming event.