

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

*(Covers period from 041015 through 050615)*

### Administrative Official:

- There were 34 building and sign permits and 29 Certificates of Zoning Compliance/Occupancy issued during April 2015.
- Processed 868 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 1<sup>st</sup> and December 31<sup>st</sup> that is due February 15, 2015 in the amount of \$150,000.00.
- The Board of Adjustment did not meet in April but they are scheduled to meet on May 21<sup>st</sup> 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 DelDOT PCC Type 1 vertical face with eight-inch reveal. Construction of curbing shall be in accordance with DelDOT 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).
  - ✓ **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).
  - ✓ **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.
- The Planning and Zoning Commission did not meet in April but they are scheduled to meet on May 21<sup>st</sup> 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).
  - ✓ **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).

- ✓ **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).
- ✓ **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).
- Continue to monitor and respond to citizen complaints within communities as they pertain to property maintenance violations. We attempt to resolve these issues by contacting the property owners, some of whom were unaware that a violation existed. Compliance is usually forthcoming but if necessary follow up contact via registered mail or Town intervention resolves the violation.
- Responding to numerous inquiries about the new flood zone designations as listed on the Flood Insurance Rate Map (FIRM). Have provided website information to those making inquiries as well as printouts showing the individual parcels with their previous and current flood zone designations as delineated on FIRM's from January 6, 2005 and March 16, 2015.
- The Town Manager and I met with Bob Ehemann and others from DNREC as well as residents of other communities to discuss and walk the Assawoman Canal Trail Project. The project is proceeding as planned and is currently in use by residents. Completion date to be determined as weather has caused some delays.
- Visit construction sites on a daily basis to ensure that sites are being maintained according to Code requirements and that all permits and licenses required by the Code have been obtained. Also to inspect the progress of projects and complete the necessary inspections prior to issuance of a Town Certificate of Zoning Compliance (Occupancy (CO)).
- Collect project data for upcoming BOA hearings and P&Z reviews so that packages can be provided to the members of these bodies along with overviews from this office. In the case of the BOA the overview explains the variance request, the exception from the Code that is being requested and the current Code requirements. P&Z projects have specific Code requirements and the overview explains these requirements and whether the applicant has met them.
- On a daily basis I have meetings or discussions with developers, citizens and contractors to explain Code requirements for projects that they would like to initiate.
- Respond to all community complaints and inquiries and follow up with a response or action as needed.

### **Public Works:**

- The easements for West View - Phase II, Woodland Park - Phases I & II and Avon Park have been completed and will be distributed shortly for property owner signatures. Once we have these in hand we can begin the bid process so that a contractor might be hired to complete each project.
- There were two sinkholes discovered on roadways within Town communities.
  - ✓ 18 Woods Circle in Woodland Park and it was determined that it was a result in a break in the sewer main caused by another utility. Repairs were the responsibility of Sussex County Engineering.
  - ✓ Horseshoe & S. Horseshoe Drive in Country Village was repaired with a temporary patch previously that has failed again. It is imperative that the Town address this issue immediately and move a project forward that is already in the drainage capital improvements. I need Councils' approval to do this.
- The Town has contracted with the Dept. of Corrections to paint the curb and gutter areas in Bear Trap Dunes as previously discussed with the Bear Trap HOA and approved by the Town Manager. We are trying to ensure that the project is completed before the summer season begins.
- A contractor completed a minor drainage project in West View that affected four parcels from 22 - 28 on Kent Avenue. The project began on Monday the 27<sup>th</sup> of April and was completed on Thursday the 30<sup>th</sup> of April. We have received a thank you from the residents who seem quite pleased with results of the project.
- There was meeting with the contractor for the 2013-01 Street Management Project to discuss the application and the issues that have followed. Communication is ongoing.
- 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:
  - ✓ Cleaned all light fixtures in Town Hall as well as all floor registers and changed batteries in smoke detectors.
  - ✓ In response to a citizen complaint removed leaves in ditches that were blocking drainage in Country Village on Meadow Lane and Horseshoe Drive.
  - ✓ Installed posts and No Parking signs in Bear Trap in response to request from community to address parking issues.
  - ✓ Power washed all structures and fences at 32 West Avenue.
  - ✓ Stained gazebo and other structures as needed at 32 West Avenue.
  - ✓ Beautification of grounds at 32 West Ave. for Homecoming event on Saturday, May 9<sup>th</sup>.