

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

(Covers period from 060615 through 070915)

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 29 building and sign permits and 22 Certificates of Zoning Compliance/Occupancy issued during June 2015.
- Processed 916 business and rental licenses thus far for calendar year 2015 through March 2015.
- The Board of Adjustment met 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).
 - *1.2' encroachment by the corner of the house into the 14' side yard setback required by V-279. – APPROVED 5-0*
 - *Encroachment of the steps and landing into the 14' side yard setback required by V-279. – DENIED 5-0*
 - *Width of driveway exceeding the 20' maximum allowable by Code through the R.O. W. – DENIED 4-1 (Reddington dissent)*
 - *No building or structure located within 5' of water's edge and minimum 5' separation between structures for hot tub. – DENIED 5-0*
 - *1.9' encroachment of outside shower into required 15' side yard setback. - DENIED 5-0*

- ✓ **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) **GRANTED 5-0**
- The Board of Adjustment is scheduled to meet on July 16th to hear the following applications:
 - ✓ **V-303:** 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 Elton Murray, on behalf of the property owners Nicholas and Iris Maggio. Article V, § 140-28 requires a 30 foot rear yard setback and a minimum lot area of 14000 square feet in the R-1, Single Family Residential District, wherein this parcel lies.
This variance seeks to allow an existing principal structure to encroach into the required 30 foot rear yard setback on a parcel whose lot area has been reduced below the minimum 14000 square feet to remain on property located at 1 Captains Place (PIDN: 152.004 / Sussex CTM#: 134-12.00-592.00).
 - ✓ **V-304:** 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 Elton Murray, on behalf of the property owner, Joseph S. Maggio Jr. Article V, § 140-28 requires a minimum lot area of 14000 square feet in the R-1, Single Family Residential District, wherein this parcel lies.
This variance seeks to allow an existing lot whose lot area has been reduced below the minimum 14000 square feet to remain on property located at 3 Captains Place (PIDN: 152.003 / Sussex CTM#: 134-12.00-592.03).
- The Planning and Zoning Commission met on June 18th to review 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). **Deferred**
 - ✓ **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) **Deferred**
- The Planning and Zoning Commission is scheduled to meet on July 16th 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)
 - ✓ **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).
 - ✓ **P-293:** review application P-293, which is an Ordinance to Amend the Mixed Use Planned Community (MXPC) conditions as set by Ordinance 271, on parcels located at the corner of Muddy Neck and Double Bridges Roads (PIDN: 410.00 / SUSSEX CTM#'s: 134-17.00-30.03 and 134-17.00- 30.04).
- We continue to work with residents of Avon Park and Woodland Park to gain signatures on easements for the Public Works drainage projects. There are currently 4 outstanding easements out of 24 for the Avon Park project and we currently have 1.5 out of 42 signed for Woodland Park. We have also been in contact with residents of Country Village whose properties would be impacted by a drainage project to repair a failed pipe under Horseshoe Drive. We have received one positive out of seven easements needed
 - Forwarded three property violation notices as a result of complaints in response to community complaints and inquiries. Will follow up with a response or action as needed..
 - Continue to meet 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 Manager and I recently completed interviews for the receptionist position and our new receptionist will begin work on Monday the 13th of July.

Public Works:

- Lights, outlining all structures at 32 West Avenue have been completed and I have received a number of compliments from residents who like the look and the patriotic theme on the gazebo.
- Sinkhole between 5 & 7 Wedgefield Blvd. caused by a failed pipe was repaired.
- New playground equipment, that included a Boulder Ridge Rock Wall, a Jax Web for climbing, a Moto-Cross "C" Spring Rider as well as upgrades to the fitness equipment and better delineation of the recreational area. One additional upgrade is planned for this fiscal year that will include an octagonal shelter over the handicap picnic table nearest the gazebo.
- In addition to their daily duties the Public Works Personnel have also been completing the following tasks:
 - ✓ Power washing at 32 West Avenue.
 - ✓ Continue to attempt to keep holes filled on Woodland Avenue ext. by placing cold patch on shallower potholes and GABC in those larger ruts caused by drivers that run off of the roadway.
 - ✓ Completed cleanout of ditch along S. Horseshoe Drive that is within the Town R.O.W.
 - ✓ Mosquitos have been abundant this year due to the weather and larviciding of the Town was completed again. DPW personnel continue backpack spraying on foot in wooded areas that are of special concern. A complete treatment of the Town via the Beco Mist sprayer is being done weekly and usually occurs on Wednesday or Thursday evening from 9P until 3A the next day.