

Administrative Official and Public Works Department
Monthly Report for September 8, 2015 Town Council Meeting

(Covers period from 071015 through 083115)

Administrative Official:

- There were 36 building and sign permits and 26 Certificates of Zoning Compliance/Occupancy issued during July & August 2015.
- The Board of Adjustment met 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). **Granted**
 - ✓ **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). **Withdrawn**
- The Board of Adjustment is scheduled to meet on September 17th to hear the following application:
 - ✓ **V-309:** A request for a variance submitted by Mr. Phillip Hastings of Builders Supply of Delmarva with the approval of the property owner Mr. Louis Travalini, seeking a variance from Article X, §140-65 of the Land Use and Development Chapter (L.U.D.C.) of the Code which limits the maximum size of a sign to 24 square feet per side with a total sign area not to exceed 48 square feet and limits placement of the sign to 10 feet from front street/property line and 20 feet from any other street/property line on a GB-1 zoned property. This variance seeks to allow the applicant to erect a sign that would exceed these requirements on GB-1 zoned property located at 61 Atlantic Avenue (PIDN: 201.110 / Sussex CTM#: 134-12.00-1226.00).
- The Planning and Zoning Commission met on July 16th 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). **Approved**
 - ✓ **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*

- ✓ **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). *Withdrawn*
- ✓ **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). *Withdrawn*
- The Planning and Zoning Commission is scheduled to meet on September 17th to hear the following applications:
 - ✓ **P-282:** The review of a Preliminary Land Development Plan will be held on application P-282, submitted by The Evergreene Companies on behalf of the property owners Raze Properties, LLC and Sigurd Berzins - Trustee, to create a community with fifty (50) single family lots and an area set aside for future commercial development on land zoned MXPC (Mixed Use Planned Community), located at S/RD 361 Parcel B and SW Corner SRD's 363 and 364 - Muddy Neck and Double Bridges Roads (PIDN: 410.000 / Sussex CTM#: 134-17.00-30.03 and 134-17.00-30.04).
 - ✓ **P-294:** The review of a Preliminary Land Development Plan will be held on application P-294, submitted by Elton Murray on behalf of the property owner Joseph S. Maggio Jr., to have a minor subdivision of land for the purpose of combining the subdivided portion with another parcel of land on properties located at 3 & 5 Captains Court (PIDN's 152.003 & 152.002 / Sussex CTM#'s 134-12.00-592.03 & 134-12.00-592.02) zoned R-1.
- We continue to work with residents of Avon Park, Woodland Park and Country Village to gain signatures on easements for the Public Works drainage projects. We have all but one signature for the Avon Park project and we have sent letters out to those property owners in Woodland Park and Country Village.
- Forwarded property violation notices in response to community complaints. 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.
- Inquiries and requests for service have been plentiful throughout the summer and we are doing our best despite the shortage in staff. Our new receptionist, has provided some much needed assistance. I am currently in the process of interviewing for a Public Works position and a full time assistant in my office to ensure that properties are in compliance with the Code and building permits issued. Interviews will continue into September and I hope to have both positions filled by early October.

Public Works:

- Have received a number of compliments about the park and the new equipment recently installed. An additional upgrade of an octagonal shelter over the handicap picnic table nearest the gazebo was to have been completed early September but is delayed due to shipping issues with the product.
- In addition to their daily duties the Public Works Personnel have also been completing the following tasks:
 - ✓ Continue spraying weekly for mosquitos that have been abundant this year due. 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.
 - ✓ Cleaned mildew from the solar parking array at 201 Central Avenue.
 - ✓ Replace or reinstalled signs throughout Town.
 - ✓ Finished visibility clearing throughout Town which is an ongoing issue during the season.
 - ✓ Sprayed for weeds on Central Avenue and will complete trimming and cleanup after the summer season ends.