

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

*(Covers period from 090115 through 100915)*

Administrative Official:

- There were 32 building and sign permits and 26 Certificates of Zoning Compliance/Occupancy issued during July & August 2015.
- The Board of Adjustment met 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). **GRANTED 3-0**
- The Board of Adjustment is scheduled to meet on October 15<sup>th</sup> to hear the following application:
  - ✓ **V-305:** submitted by the property owners Suzanne & William Morrow seeking a variance from Article V, §140-28 & §140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Code. Article V, §140-28 & §140-32 of the L.U.D.C. each require a rear yard setback of 30' for principal structures and attached accessory structures and §140- 32 of the L.U.D.C. requires a rear yard setback of 10' for detached accessory structures.  
This variance seeks to allow an existing utility room, shed and O/S to remain within the required setbacks on property located at 20 N. Horseshoe Drive (PIDN:004100 / Sussex CTM# 134-12.00-722.00).
  - ✓ **V-306:** submitted by the property owners Brice & Wanda Butler seeking a variance from Article V, §140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Code which restricts the height of a detached accessory structure to 14' from grade.  
This variance seeks to allow an existing detached accessory structure that exceeds this height limitation to remain on property located at 37945 Muddy Neck Rd. / CTM# 134-17.00-3.00).
  - ✓ **V-308:** submitted by Mr. Russell Archut on behalf of the property owner CJ Pines, LLC, seeking a variance from Article V, §140-31 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which limits lot coverage in GB-1 & GB-2 Zones to 50%, Article XVI, §140-100-D (12)(b)[4] of the L.U.D.C. & Article II, §187-10-A of the Streets and Sidewalks Chapter of the Town Code which limits the width of a driveway through the Right of Way (R.O.W.) to 20 feet and Article XI, §140-73-B (1)(b) of the L.U.D.C. which requires screening for all non-residential uses.  
This variance seeks to allow lot coverage to exceed the maximum 50% permissible by Code, to construct a commercial driveway that would exceed the maximum width of 20' permissible by Code and to eliminate or reduce required screening on the GB-1 parcel located at 83 Atlantic Avenue (PIDN: 093.000 / CTM# 134-12.00-300.00).

- ✓ **V-310:** submitted by Mr. Timothy Tribbitt on behalf of the property owner Ms. Sally W. Hickman, seeking a variance from Article VI, §140-34-A of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which requires that every building or structure be on a lot adjacent to a public street.  
This variance seeks to allow a lot subdivision that will create three lots which will abut a private street on parcel zoned R-1 parcel located at 33 Betts Avenue (PIDN: 129.000 / CTM# 134-12.00-321.00).
- ✓ **V-311:** submitted by Mr. Steve Smith, seeking a variance from Article V, §140-31 which requires a 30' front yard setback and a 15' side yard setback for principal structures and attached accessory structures, limits lot coverage to 50%, on GB-1 parcels, and §140-33 that limits permitted projections into required setbacks. Also from Article XVI, §140-100-D (12)(b)[2] and Article II, §187-10-A requiring driveways to be a minimum of 5' from adjacent property lines.  
This variance seeks to allow an encroachment into the required front and side yard setbacks, lot coverage to exceed 50%, the front steps to exceed the 4' permissible encroachment into the required front yard setback and the driveway to be within 5' of the adjacent property line on a parcel zoned GB-1 at 68 Atlantic Avenue (PIDN: 064.000 / Sussex CTM# 134-12.00-531.00).
- ✓ **V-312:** submitted by Mr. Steve Smith, seeking a variance from Article V, §140-31 which limits lot coverage to 50%, on GB-1 parcels.  
This variance seeks to allow lot coverage to exceed 50% on a parcel zoned GB-1 at 70 Atlantic Avenue (PIDN: 065.001 / Sussex CTM# 134-12.00-530.00).
- The Planning and Zoning Commission met on September 17<sup>th</sup> to review 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. *Approved 5-0*
- The Planning and Zoning Commission will hold a public hearing at 6PM on October 15<sup>th</sup> to discuss amendments to the Comprehensive Land Use Plan (C.L.U.P.).
- The Planning and Zoning Commission is scheduled to meet on October 15<sup>th</sup> to hear the following applications:
  - ✓ **P-295:** Review of a preliminary site plan submitted by Mr. Timothy Tribbitt on behalf of the property owner Ms. Sally W. Hickman, to subdivide one parcel of land into four parcels of land on property zoned R-1, located at 33 Betts Avenue (PIDN: 129.000 / Sussex CTM#: 134-12.00-321.00).

- ✓ **P-296:** review of a preliminary site plan submitted by Mr. Steven W. Smith, to create a general business on property zoned GB-1, located at 68 Atlantic Avenue (PIDN: 064.000 / Sussex CTM#: 134-12.00-531.00).
- We continue to work with residents of Woodland Park and Country Village to gain signatures on easements for the Public Works drainage projects. The Country Village project was revisited on 092315 when a representative from Kercher Engineering and I met onsite with a number of the property owners whose parcels abut the project. We discussed the parameters and addressed their concerns. Kercher is revising the plan and should have a revised plan completed later this month as well as new exhibits for the easement packages that we hope to have signed by the property owners so that we can prepare the project bid.
- 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.
- Hired two new staff members.
  - ✓ Greg Durstine was hired to assist the Administrative Official by devoting time to Code Enforcement and building permits among other duties.
  - ✓ Kurt Olsen was hired as a Public Works Field Supervisor to assist in the daily operations of the Public Works Department.

### **Public Works:**

- Met with the Mayor, Town Manager and a representative from Kercher Engineering to discuss the ADA transition plan as well as upcoming micro surfacing projects.
- Met onsite with a representative from Kercher Engineering to discuss a drainage issue that has caused erosion of a road in Savannah's Landing. Kercher engineering has developed a plan to address this issue.
- A representative from Kercher Engineering and I met onsite with Josh Mastrangelo of Evergreene Homes who is the developer of the proposed Tidewaters community at the corner of Tyler Drive and Atlantic Avenue (SR 26) to discuss conveyance of stormwater runoff from the parcel that has been an issue with project approval. The resolution to the drainage issue in Savannah's Landing has provided an answer to this problem.
- I, along with Jim Lober from Kercher Engineering and Josh Mastrangelo of Evergreen Homes met with a number of representatives from Savannah's Landing to provide information and inform them of the progress of the Tidewaters project.