

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

*(Covers period from 120415 through 010716)*

### Administrative Official:

- There were 23 building and sign permits and 18 Certificates of Zoning Compliance/Occupancy issued during December 2015.
- The Town is now in calendar year 2016 for licensing and have issued 595 business and rental licenses to date.
- The Board of Adjustment was scheduled to meet on December 17<sup>th</sup> however applications V-315 and 316 were deferred until the January 21, 2016 meeting.
- The Board of Adjustment will meet on January 21<sup>st</sup> to hear the following applications:
  - ✓ **V-315:** submitted by Stephen Grimberg and Michael Scanlon on behalf of the property owners William and Kimberly Mercadante, seeking a variance from Article V, §140-28 which requires a 30 foot rear yard setback for principal structures and attached accessory structures and from Article V, §140-33 which limits the projection of uncovered steps into the required rear yard setback to a maximum of 4 feet.  
This variance seeks to allow an existing deck to encroach into the required rear yard setback, and to allow existing uncovered steps to exceed the maximum allowable encroachment into the required rear yard setback on property zoned R-1, at 9 Sussex Avenue (PIDN: 036.220 / Sussex CTM# 134-12.00-477.00).
  - ✓ **V-317:** submitted by Richard Nippes and George Keen on behalf of the property owner Carolyn Brunner, seeking a Special Exception to allow the Ocean View Historical Society to operate a museum on property zoned R-1, located at 40 West Avenue (PIDN: 230.000 / Sussex CTM# 134-12.00-618.00).
- The Planning and Zoning Commission was scheduled to meet on December 17th to review application P-298 however the meeting was deferred.
- The Planning and Zoning Commission will meet on January 21st to review the following applications:
  - ✓ **P-261:** review a Land Development Final Site Plan for Phase II, of a Mixed Use Planned Community (MXPC), submitted by the property owner Robert Thornton, under Application P-261 for property located on Beaver Dam Road (PIDN: 413.000 / Sussex CTM# 134-16.00- various).
  - ✓ **P-279:** review of a Preliminary Land Development Site Plan will be held for application P-279, 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).
- Continue to address citizen and community complaints by reaching out to residents to make them aware of a violation, which they are unaware of, so that they can correct. If they fail to take the necessary action we begin a formal notification process to document the violation in case citations are required. Most folks comply with requests before citations are required.
- Meet with representatives of land development projects to discuss procedures and documents required for presentation before the reviewing bodies.

### **Public Works:**

- The ADA curb ramp project is in progress at Savannah's Landing.
- The Avon Park drainage project has been completed and there is a walk through inspection scheduled for 9:30AM on Friday the 8<sup>th</sup> of January.
- Drainage Easements:
  - ✓ Phase I of the Country Village Drainage Project was expanded to include a total of 15 parcels. Of these parcels, two have existing easements dedicated to the Town, 6 have been signed, and 4 others have agreed to sign as soon as possible. The three remaining parcels were mailed letters at the end of December 2015 and we hope to speak with those property owners soon to answer any questions they may have.
  - ✓ We have not had any additional signatures for the Woodland Park project or the Woodland Ave. Extended project.
    - Phase 1: 22 properties / 9 completed
    - Phase 2: 20 properties / 1 completed
  - ✓ Woodland Ave. Extended has 10 Properties that require easements. Two have existing easements via a subdivision approval and easements for the other eight parcels are outstanding. I visited this site with Mike Baiocco to discuss the issue raised at the last meeting about the increased construction traffic that is occurring due to improvements that have begun within the community that is not within the Town limits. KEI is to provide regarding the best avenue that the Town can pursue with the proposed drainage and road project after taking into consideration the construction traffic,
- Work on the decks/landings at the Town Hall has been completed and we have schedule installation of gutters and downspouts for the building.
- Christmas lights were hung along Central Avenue will be removed by the Public Works personnel on Saturday January 9<sup>th</sup>. Other decorations were removed during the first week of January.
- Brightfields reviewed the parcel at 6 Oakwood Avenue for any hazmat issues related to our demolition of the old DPW building and I am awaiting a report from them.
- Serv Pro has completed work at 201 Central Avenue where all vinyl floors were waxed, carpets were steam cleaned and tile walls and floors were also steamed and cleaned.

Other tasks completed by DPW personnel in addition to their normal daily activities:

- Winterized Irrigation at Town Park
- Carols in the Park December 12, 2015
- Mulched Leaves at Town Park
- Repaired Fence along Oakwood
- Repaired flagpole and replaced flag at VFW Memorial
- Completed office fit-out at DPW building
- Constructed Tool Rack
- Sharpened (11) Chain Saw Chains
- Switched ALL Christmas Lights over to LED
- Winterized All Small Engine Equipment
- 14 ft. Trailer Inspection/Registration and rewire lights

- Truck 3 Inspection/Registration
- Annual Maintenance to all Snow Plows DEFIT Winter Preparation Meeting December 15 in Dover
- Ladder Safety Training by DFIT in Dover, DE on December 8th
- Winterized Irrigation
- Road and Shoulder repairs (Crusher Run) on Woodland Ave.
- Replaced (2) Stop Signs
- Replaced Road Sign at Wagon Wheel Rd.