

**Administrative Official and Public Works Department**  
**Monthly Report for February 9, 2016 Town Council Meeting**

*(Covers period from 010816 through 020416)*

Administrative Official:

- There were 41 building and sign permits and 13 Certificates of Zoning Compliance/Occupancy issued during January 2016.
- The Town is now in calendar year 2016 for licensing and has issued 798 business and rental licenses to date.
- The Board of Adjustment was scheduled to meet on January 21<sup>st</sup> however applications V-315 and 316 were deferred until the February 18, 2016 meeting for lack of a quorum.
- The Board of Adjustment will meet on February 18<sup>th</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-316:** submitted by the property owner Paula Howard, seeking a variance from Article V, §140-28 which requires a 25 foot side yard setback for a side lot line abutting a street and Article V, §140-25-A (1) which requires that an accessory structure be incidental and subordinate to the principal use.  
This variance seeks to allow an existing dwelling unit to encroach into the required 25 foot setback of a side lot line abutting a street and for an existing detached accessory structure (garage) to remain on a lot where there is no principal structure on property zoned R-1, at 111 Central Avenue (PIDN: 057.010 / Sussex CTM# 134-12.00-498.01).
  - ✓ **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).
  - ✓ **V-318:** submitted by Premier Glass and Screen on behalf of the property owners Mark and Danette Travaglini. Article VII, § 140-50-B permitted Town Council to set dimensional regulations in a Planned Community and Town Council set a rear yard setback of 30 feet for single family lots in Bear Trap Dunes. Article V, §140-32 requires a rear yard setback of 30' for accessory structures attached to the principal structure.  
This variance seeks to allow existing attached accessory structures (deck and screened porch) to continue to encroach .4 feet into the rear yard setback and to erect a sunroom on the existing deck that will also encroach .4 feet into the required 30 foot rear yard setback on property zoned Residential Planned Community (R.P.C.) located at 117 October Glory Avenue (PIDN: 328.750 / Sussex CTM#: 134-16.00-1397.00).

- The Planning and Zoning Commission met on January 21<sup>st</sup> to review application the following applications:
  - ✓ **P-261:** Review of 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). **APPROVED 5-0**
  - ✓ **P-279:** Review of 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). **APPROVED 5-0**
  - ✓ **P-298** was deferred.
- The Planning and Zoning Commission will meet at 5PM on February 18<sup>th</sup> to review revisions to the Comprehensive Land Use Plan Maps and at 6 PM to hear the following applications:
  - ✓ **P-285:** Blue Heron request for 6 month extension to submit a Final Land Development site plan.
  - ✓ **P-258 & 260:** A review, submitted by Davis, Bowen & Friedel, Inc., on behalf of the property owner Windansea, LLC, to revise a previously approved site plan for the Amenity / Mixed Use Residential – Commercial area of Condominium Parcel ‘A’ on property located on Beach Club Avenue (PIDN: 408.351 / CTM# 134-17.00-977.00).
  - ✓ **P-298:** A Preliminary Land Development Site Plan review submitted by the property owners Paula, Peter and Adam Howard, for a lot combination/subdivision to combine two parcels of land for the purpose of subdivision into three parcels of land on property zoned R-1, at 111 Central Avenue (PIDN: 057.010 / Sussex CTM# 134-12.00-498.01).
  - ✓ **P-299:** A public hearing of an ordinance to add a section to the Land Use and Development Chapter, entitled Brewpubs and Microbreweries. The section proposes to allow Brewpubs and Microbreweries, with standards, as a permitted use with the approval of a Special Exception, in the GB General Business District.
- Visited a number of construction sites throughout Town and issued 21 violations for contractors working without business licenses and/or building permits.
- Forwarded property violation notices in response to community complaints. Have followed up with response or action as needed to resolve the issue(s).
- 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.

### **Public Works:**

- The ADA curb ramp project is ongoing and will move to Avon Park and the Bear Trap Dunes when the work is completed in Savannah's Landing.
- An assessment was completed at 6 Oakwood Avenue by Brightfields to identify hazardous materials for the future demolition of the building. We are currently reviewing a proposal to remove the hazardous materials so that the demolition can begin. Once the buildings are removed we will begin the process of having a site plan approved for installation of a parking lot to handle additional parking for our events in John West Park.

- Drainage Projects:
  - ✓ The Avon Park Drainage project has been completed and inspected by the Town engineer. Settlement will occur for a couple of months and the contractor is to return in March to address any remaining issues.
  - ✓ Country Village PHASE I – Proposed duration 60 days w completion date no later than Memorial Day, May 30, 2016. Project costs increased significantly and are in the 300K range now which is being reviewed during budget hearings for approval in the FYE 17 budget. All but one easement in hand (Stanislaw @ 16 Windmill Ln.). KEI to send advertisement to me for review and publication – pre bid meeting on February 23<sup>rd</sup> at 1 / Bid Opening at 10:30 on March 8<sup>th</sup>
  - ✓ Woodland Park PHASE I – still obtaining easements and project will be moved into FYE17. Phase II as further out due to obstructions in ROW. Easement update as of February 3, 2016:
    - Phase 1 - 22 parcels: 5 have SLD / 8 completed / 9 outstanding
    - Phase 2 - 20 parcels: 1 has SLD / 1 completed / 18 outstanding
  - ✓ Woodland Avenue Extended Drainage & Road project – received updated costs from KEI for project. Drainage must be done before road work and we are having difficulty getting a response from DNREC RE- Banks Bennett Tax Ditch study completed by KEI. Road work has increased significantly due to requirement that road be constructed to conform to heavy traffic (Reserves). Have asked for and I'm awaiting a bid to patch areas with serious cracking to keep the road from failing before main project.
- Work on the decks/landings at the Town Hall has been completed and new gutters and downspouts were installed at Town Hall.
- All carpet, vinyl and ceramic tile at 201 Central Avenue and 32 West Avenue was cleaned. New floors in Public Works building were waxed.
- Fire extinguishers throughout all facilities and vehicles were inspected and recharged as needed

Additional work completed by the Public Works Department during January

- New Tires installed on: 14' Trailer (2), 18' Trailer (4) & Cub Cadet Tractor ( 2 )
- Salt spreader repaired
- Annual Preventive Maintenance service completed on the New Holland Tractor and two Ferris deck mowers
- Pesticide License Renewal 21-JAN-16 ( Jerrad & Stuart )
- Ladies room stall and door repaired at 201 Central
- Pothole and shoulder repairs on Woodland Ave.
- Replaced stop sign @ Holly St. and Woods Cr.
- Road Maintenance / SNOW & ICE management JAN 17 - 24
- Replaced road sign at Wagon Wheel Rd.
- Storm Clean-up focus: Tingle St., Demarie Dr. & Bridle Ln.