

## **Administrative Official and Public Works Department Monthly Report for March 8, 2016 Town Council Meeting**

*(Covers period from 020516 through 030116)*

### **Administrative Official:**

- There were 20 building and sign permits and 17 Certificates of Zoning Compliance/Occupancy issued during January 2016.
- The Town is now in calendar year 2016 for licensing and have issued 849 business and rental licenses to date.
- Have collected \$139,000.00 in Gross Rental Receipt Tax (GRRT) that was due on February 15, 2016 for rental income received for the time period covering July 1, 2015 through December 31, 2015.
- Continue to contact those individuals who have not yet obtained business and rental licenses for CYE 16 and those who have not remitted their GRRT that was due on February 15<sup>th</sup>.
- The Board of Adjustment met at 2:30PM 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). **Granted 4-0**
  - ✓ **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). **Granted 4-0 w/ conditions**
  - ✓ **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). **Granted 4-0**
  - ✓ **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).

***Granted 4-0***

- The Board of Adjustment is scheduled to meet on March 17<sup>th</sup> to hear the following applications:
  - ✓ **V-319:** submitted by Jeremy and Megan Smith, on behalf of the property owner Smithiesi, Inc., seeking a Special Exception to establish a medical office on property zoned GB-1, located at 98 Central Avenue (PIDN: 059.000 / Sussex CTM#: 134-12.00-523.00).
  - ✓ **V-320:** submitted by Jeremy and Megan Smith on behalf of the property owner Smithiesi, Inc. Article V, §140-31 requires a front yard setback of 30 feet and limits lot coverage to 50% in GB-1 & GB-2 Zones. Article IX, §140-59-D (2), requires angular parking spaces to be a minimum of 21.5'. Article XVI, §140-100-D (12) (b) [4] & Article II, §187-10-A limit the width of a driveway through the ROW to 20 feet and Article XVI, §140-100-D (12) (b) [2] and Article II, §187-10-A require driveways to be a minimum of 5' from adjacent property lines.  
This variance seeks to allow the applicant to have a front yard setback less than the required minimum and lot coverage exceeding the maximum, have angular parking that is less than the required minimum, a driveway width that exceeds the maximum allowable and is within 5' of an adjacent lot line on property zoned GB-1, located at 98 Central Avenue (PIDN: 059.000 / Sussex CTM#: 134-12.00-523.00).
- The Planning and Zoning Commission met at 5PM on February 18<sup>th</sup> to review revisions to the Comprehensive Land Use Plan Maps and are scheduled to meet again on April 21<sup>st</sup> to review minor revisions to language within the document.
- The Planning and Zoning Commission met at 6PM on February 18<sup>th</sup> to review the following applications:
  - ✓ **P-285:** Blue Heron request for 6 month extension to submit a Final Land Development site plan. ***Approved 4-0***
  - ✓ **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). ***Approved 4-0***
  - ✓ **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). ***Approved 4-0***
  - ✓ **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. ***Recommend 4-0 that Town Council Approve the Ordinance***
- The Planning and Zoning Commission will meet on March 17<sup>th</sup> to review the following application:
  - ✓ **P-300:** The review of a Preliminary Land Development Site Plan review to be held for, submitted by Jeremy and Megan Smith, on behalf of the property owner Smithiesi, Inc., to establish a general business on property zoned GB-1, located at 98 Central Avenue (PIDN: 059.000 / Sussex CTM#: 134-12.00-523.00).

- Visited a number of construction sites throughout Town to ensure contractors had the required building permits and business licenses. Verbal violations were given to 34 contractors who were in violation of the Code.
- Forwarded 2 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 completed in Savannah's Landing and has moved to Avon Park. Bear Trap Dunes will be the final segment completed in the project.
- Drainage Projects:
  - ✓ Country Village PHASE I and Tyler Drive in Savannah's Landing:
    - Pre bid meeting held 10AM on February 23<sup>rd</sup> for Tyler Drive and at 1PM for Country Village – Phase I in the Wallace A. Melson Municipal Building at 201 Central Avenue.
    - Bid openings for both projects will take place at 10AM on March 8<sup>th</sup> in the Wallace A. Melson Municipal Building at 201 Central Avenue.
  - ✓ A pre bid meeting for the Y2016 Street Rehabilitation Project - Project 2016-02 will take place in the Wallace A. Melson Municipal Building at 201 Central Avenue on March 17<sup>th</sup> at 10AM and bids for the project will be opened on March 31<sup>st</sup> at 2PM at the same location
  - ✓ 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 29, 2016:
    - Phase 1 - 22 parcels: 13 completed / 9 outstanding
    - Phase 2 - 20 parcels: 2 completed / 18 outstanding
  - ✓ Woodland Avenue Extended Drainage & Road project – Updates will have been provided during budget meetings and I will await guidance from Council regarding this project. We still have not received approval from DNREC.
- Proposed project costs have been provided for the demolition of the old public works building at 6 Oakwood Avenue and the creation of a parking lot.
- Additional work completed by the Public Works Department during February
  - ✓ Cleanup of John West Park.
  - ✓ Drainage ditch clearing throughout Town.
  - ✓ Snow plowing and salting with recent inclement weather.
  - ✓ Attended a DFIT Safety meeting and Flagger Certification Training in Dover. The remaining members of the department will receive flagger certification training in March.