

Administrative Official and Public Works Department Monthly Report for April 12, 2016 Town Council Meeting

(Covers period from 030216 through 040716)

Administrative Official:

- There were 65 building and sign permits and 35 Certificates of Zoning Compliance/Occupancy issued during January 2016.
- The Town is now in calendar year 2016 for licensing and have issued 900 business and rental licenses to date.
- Have collected \$ 149,000.00 in Gross Rental Receipt Tax (GRRT) that was due on February 15, 2016 for rental income received for the time period covering July1, 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 15th.
 - ✓ Called or emailed 8 contractors regarding 2016 State of Delaware Business License
 - ✓ 8 phone calls to management companies & owners regarding GRRT
 - ✓ 8 phone calls to insurance companies for updated certificate of liability insurance
 - ✓ Called 3 contractors regarding professional license
 - ✓ 2 calls to DE Revenue regarding contractors Business License for 2016
 - ✓ 4 contractors & REA agent in violation
 - ✓ Sent 4 violation letters, visited, made phone calls & received new rental license(JCR Prop Yoga) for in town businesses
 - ✓ Emailed 14 courtesy reminders to homeowners for Gross Rental Receipt Taxes
 - ✓ Sent 3 violation letters for no Rental License on file 2015 for GRRT received from Resort Quest
 - ✓ Called owner in GB district need Rental License for new tenant issue
 - ✓ Follow up on getting DE BL or insurance from contractors after licenses processed and didn't receive all paperwork at time of processing
- The Board of Adjustment met on March 17th 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). **Granted 4-0**
 - ✓ **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). **Granted 4-0**

- The Board of Adjustment is scheduled to meet on April 21st to hear the following application:
 - ✓ **V-321:** submitted by the Brian McManus on behalf of the property owners K Hovnanian Homes, seeking a variance from Article VI, § 222-22 of the previous Town Zoning Code, which mirrors our current Code in the Land Use and Development Chapter (L.U.D.C.) Article VI, § 140-38-B(2)(a) which limits fence height to three (3) feet in the front yard.
This variance seeks to allow a fence in the front yard to exceed the three (3) foot maximum height on property zoned Residential Planned Community (R.P.C.) located at 7, 9, 11, 13, 15 & 17 Broadkill Lane (PIDN's: 408.079 thru 408.084 / Sussex CTM#'s: 134-17.00-977.05 Units S79L thru S84L).
- The Planning and Zoning Commission met on March 17th to review the following application:
 - ✓ **P-300:** a Preliminary Land Development Site Plan 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). *Approved 3-0*
- The Planning and Zoning Commission is not scheduled to meet on April 21st.
- Visited a number of construction sites throughout Town to ensure contractors had the required building permits and business licenses. Verbal violations were given to 25 contractors who were in violation of the Code.
- Issued to Stop Work orders for projects where Building Permits had not been issued and owner/contractor failed to respond to calls
- 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.
- Met with representatives from Savannah's Landing HOA, Envirotech, Kercher Engineering and Evergreene Homes to discuss drainage concerns. An additional meeting is to be scheduled to include a representative from Sussex Conservation District (SCD) to discuss weir that is failing in a ditch within Savannah's Landing.
- Attended a meeting for the update of the Sussex County Hazard Mitigation Plan on March 24th at the Sussex County Emergency Operations Center in Georgetown.
- Met with Alan Kercher and Jim Lober from Kercher Engineering to discuss Land Use issues and revisions that will be required for sections within the Town Code.
- Met with the Mayor, Town Manager and Alan Kercher to discuss inspections of Town roads.

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.
- Projects:
 - ✓ Drainage:
 - Avon Park: The majority of the work has been completed. Punch list items are being addressed. I, Mike Baiocco and Mike Griffin from Kercher Engineering met with property owners at 36 Brighton to discuss specific concerns they had regarding their fence and some standing water within the swale.

- Country Village PHASE I and Tyler Drive in Savannah's Landing: A pre-construction meeting was held on April 5th at 10:30 AM at 201 Central Avenue to set dates for both projects. The intent is to try to have both projects completed before Memorial Day if possible. Delay in materials (special sized pipe and boxes) could delay start.
- ✓ Demolition:
 - 6 Oakwood Avenue: A pre-construction meeting was held on April 5th at 10:00 AM at 201 Central Avenue to discuss a start date for the project. It is scheduled to begin around April 14th.
- ✓ Street Pavement Management:
 - The bid opening for the Y2016 Street Rehabilitation Project - Project 2016-02 took place in the Wallace A. Melson Municipal Building at 201 Central Avenue on March 31st at 2PM. A letter submitted by Kercher Engineering is presented with this report and the contract is being reviewed by our Solicitor.
- ✓ Woodland Park:
 - Still attempting to obtain the seven outstanding easements for Phase I. John Murray from Kercher Engineering and I met with a property owner at 18 Woods Cr. To discuss his concerns about drainage. He was advised of the project and the need for community help in obtaining easements. Project will be moved into FYE17. Phase II is further out due to obstructions in ROW.
- ✓ Woodland Avenue Extended Drainage & Road project –Awaiting budget decision regarding this project. Spoke with Brooks Cahall the Drainage Program Manager (Tax Ditches) at DNREC Division of Soil & Water Conservation in Georgetown regarding the approval of a Town study conducted by Kercher Engineering. He indicated that he hopes to have a response back to me by April 12th.
- DeLea Founders Insurance Trust DFIT) sponsored ATSSA Certified Flagger Training in Rehoboth Beach, DE on March 8th that was attended by DPW employees Jerrad Steele and Stuart Townsend.
- Public works personnel attended a tool expo in Millsboro on March 9th.
- Pesticide Recertification and Training was offered by Clarke Mosquito Control on April 5th in Ocean City, MD and was attended by DPW employees Jerrad Steele and Stuart Townsend.
- Repairs completed as follows:
 - ✓ Toilet at park bathroom
 - ✓ Ballasts replaced in light fixtures at 201 Central Avenue and receptacles replaced at 32 West Avenue.
- Additional work completed by the Public Works Department during February
 - ✓ Spread 90 yards of playground mulch at the Town play area in John West Park.
 - ✓ Cleaned and mulched raised beds at 32 West Avenue and 201 Central Avenue
 - ✓ Preparing a new raised bed at 201 Central Avenue where the Town will plant a Saucer Magnolia tree provide by the Urban and Community Forestry Program a division of the Delaware Forest Service as part of the Tree City program. The tree is to be planted on Arbor Day, April 29th.
 - ✓ Drainage ditch clearing throughout Town.