

Administrative Official and Public Works Department
Monthly Report for May 10, 2016 Town Council Meeting

(Covers period from 040816 through 050516)

Administrative Official:

- There were 38 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 954 business and rental licenses to date.
- Gross Rental Receipt Tax (GRRT) of \$233,200 collected for periods 15-1 and 15-2 (January 2015 through December 2015).
- Staff continues 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/mailed contractors regarding 2016 State of Delaware Business Licenses.
 - ✓ Phone calls to management companies & owners regarding GRRT.
 - ✓ Phone calls to insurance companies for updated certificates of liability insurance.
 - ✓ Contacted DE Revenue regarding contractors Business License for 2016.
 - ✓ Courtesy reminders emailed to homeowners for Gross Rental Receipt Taxes.
 - ✓ Forwarded violation letters for GRRT rental properties with tenants.
 - ✓ Sent 3 violation letters for failure to obtain Rental License for prior year 2015 – 2 resolved.
 - ✓ Courtesy emails sent for overdue Rental License renewals - 4 resolved.
 - ✓ Follow with contractors for DE Business Licenses and/or insurance from contractors.
 - ✓ Search websites for properties being rented without the require rental licenses.
 - ✓ Updating professional licenses & insurance in computer.
 - ✓ Checked currently empty, previously occupied tenant fit out spaces for new occupants.
 - ✓ Removal of Real Estate agent signs posted without Town licenses.
 - ✓ Ran report to match all monies received for GRRT period 15-2 and for all licenses paid for CY 2016 in the ‘Z’ drive of the computer and in Edmunds software.
 - ✓ Processed all business and rental licenses received as well as Gross Rental Receipts and passed onto Town & Accounting Clerks.
- The Board of Adjustment was scheduled to meet on April 21st however the application was deferred at the applicant’s request.
- The Board of Adjustment is scheduled to meet at a special scheduled meeting on May 10th to hear the following applications:
 - ✓ **V-313:** submitted by the property owners Lynn and Mark Ricker, seeking a variance from Article IV, §140-25-C (5) (b) [3], Article V, §140-32, Article XVI, §140-100-D (12) (b) [2] of the Land Use and Development Chapter (L.U.D.C.) of the Town Code and Article II, §187-10-A of the Streets and Sidewalk Chapter of the Town Code. Article IV, §140-25-C(5)(b)[3] prohibits the water’s edge of a swimming pool to be within the front yard setback, Article V, §140-32 restricts the maximum height of detached accessory structure to 14’ from grade and Article XVI, §140-100-D(12)(b)[2] and Article II, §187-10-A require driveways to be a minimum of 5’ from any adjacent property line.

This variance seeks to allow the water's edge of an existing pool to encroach into the required 25' front yard setback, a detached accessory structure (garage) to exceed the maximum height limit of 14' and a driveway to be closer than 5' to an adjacent property line on property zoned R-1, located at 30 Kent Avenue (PIDN: 321.280/ Sussex CTM#: 134-12.00-1761.00).

- ✓ **V-321:** submitted by 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 1,3,5, 7, 9, 11, 13, 15 & 17 Broadkill Lane (PIDN's: 408.076 thru 408.084 / Sussex CTM#'s: 134-17.00-977.05 Units S76L thru S84L).

- ✓ **V-323:** submitted by the property owner Lowell Jacobs, on behalf of the property owners Lowell and Patricia Jacobs, requests a variance from Article V, §140-28 and §140-32 of the Land Use and Development Chapter (L.U.D.C. of the Town Code. Article V, §140-28 requires principal structures to maintain 15 foot side and 30 foot rear yard setbacks, §140-32 requires attached accessory structures to maintain the same side and rear setbacks as a principal structure and that detached accessory structures are not permissible in the front yard but must maintain a rear lot line setback of 10 feet.

This variance seeks to allow the applicant to maintain a principal structure (dwelling unit) and an attached accessory structure (cantilevered closet) that encroach .3 feet and 4.2 feet respectively into the required 15 foot side yard setback, attached accessory structures (screen porch and outside shower) that encroach 6.3 feet and 3.4 feet respectively into the required 30 foot rear yard setback, detached accessory structures (shed and deck) that encroach 1 foot and 9.7 feet respectively into the required 10 foot rear lot line setback and to enclose the screen porch and erect a 10 x 20 carport on the existing driveway on a parcel zoned R-1, located 18 Calgary Avenue (PIDN: 322.080 / Sussex CTM# 134-13.00-55.17).

- ✓ **V-324:** submitted by the property owners Mark & Joan Dreux, requests a variance from Article VII, §140-50-B and Article V, §140-29 and §140-28 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code. Article VII, § 140-50-B sets some dimensional regulations for Planned Communities, allows Town Council to set other dimensional regulations if they choose and indicates that dimensional regulations not defined will comply with those set in §140-29 and §140-28. The maximum lot coverage permissible for a lot with a single family home in the Residential Planned Community (R.P.C.) of Bear Trap Dunes is 45% including all buildings and structures as stated in §140-28 of the L.U.D.C.

This variance seeks to allow the applicants to continue to exceed the maximum allowable lot coverage of 45% by maintaining an extended garage and replacing a deck and screen porch with a sunroom, on a lot zoned R.P.C., located at 175 October Glory Avenue (PIDN: 330.470 / Sussex CTM#: 134-16.00-1594.00).

- The Planning and Zoning Commission did not meet on April 21st and is not scheduled to meet on May 19th.
- The Town Manager and I met with architect Jon Fellgraff, who designed the Wallace A. Melson Municipal Building, to discuss renovations at second floor receiving area for security purposes. These renovations were approved in FY17 budget and I will provide updates as they become available.
- Continue visits to construction sites throughout Town to ensure contractors have the required building permits and business licenses. Verbal violations were given to 25 contractors who were in violation of the Code for failure to have Building Permits and/or Business Licenses.

- Continue to meet with citizens and representatives of land development projects prior to 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.
- Issued a Stop Work Order where construction on a new dwelling unit was initiated prior to receiving approval for a proposed grading plan from the Town Engineer and issuance of a building permit by the Administrative Official.
- Met again with representatives from Savannah's Landing HOA, Envirotech, Kercher Engineering, Evergreene Homes and Sussex Conservation District to discuss drainage concerns and a weir that is failing in a ditch within Savannah's Landing.

Public Works:

- Projects:
 - ✓ Drainage:
 - Avon Park: Has been completed. There was a minor issue with a fence that has been resolved satisfactorily. An issue with residual water at the end of the drainage run has been brought to the attention of the Town by the property owner and the Town will monitor the situation.
 - Tree removal has been completed in Country Village PHASE I and creation of swales on Windmill Ln. was initiated. Pipe and inlet boxes have been delivered and installation of them is to take place during the first week of May.
 - There was a change in pipe and inlet box sizes for the Tyler Drive project in Savannah's Landing. These materials are scheduled for delivery during the first week of May and the contractor will be working on the Tyler Drive and Country Village projects simultaneously.
 - Seven easements for Phase I are still outstanding. Phase II is further out due to obstructions in ROW.
 - ✓ Demolition and Parking Lot Project at 6 Oakwood Avenue:
 - Demolition portion has been completed and a contract to construct the parking lot was awarded by Town Council on April 26th to the low bidder Jerry's Inc. A pre-construction meeting date is to be determined however one of the sub-contractors was available sooner than anticipated and we have allowed them to complete the curb work on the E/S of the lot beforehand.
 - ✓ Street Pavement Management:
 - A pre-construction meeting for the Street Rehabilitation - Project #2016-02 took place in the Wallace A. Melson Municipal Building at 201 Central Avenue on April 25th at 10AM. Asphalt Paving Systems, who was awarded the contract by Town Council, has indicated a two week time period to complete the project with a start date of May 9th that has already been moved back to May 16th due to the weather. The possibility of additional delays is dependent upon Mother Nature. Inclusive with this project is a redo of the areas included in the 2013 project to rectify the problems that occurred with materials used during that work. Property Management companies and HOA's for the communities of Bear Trap Dunes, Wedgefield, Avon Park and Savannah's Landing have been notified. The contractor has attempted to reach out to the sanitation companies

that deliver services within the areas of the micro surfacing project in an attempt to have them schedule their pickups before work in an area that is scheduled on a particular day. Temporary No Parking signs and door hangers will be posted by the contractor prior to the work. A schedule for the project will be maintained on the Town website with updates as needed due to weather and other unforeseen occurrences. Literature regarding the micro surfacing work will also be posted on the Town website.

- ✓ 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.
- A Regional Training Program offered by DFIT and CMI was hosted by the Town of Ocean View in the Freeman Room at 201 Central Avenue on Tuesday May 3rd from 10 am to 11:30 am. It was attended by personnel from a number of DE Towns in addition to Ocean View's Town Manager, Town Clerk, DPW Field Supervisor and myself. The objectives of the ACCIDENT INVESTIGATION/ROOT CAUSE ANALYSIS TRAINING were :
 - ✓ Introduction to basic accident investigation principles and describe accident analysis techniques.
 - ✓ Provide a systematic approach to identify the root causes of accidents and to prevent their recurrence. This would include removing or minimizing the potential for another occurrence, to seek to minimize the pain and suffering, equipment damage, loss of morale, and to empower employees by having a system to address unsafe conditions or acts before other or more serious injuries occur.
- 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 March:
 - ✓ **32 West Ave.**
 - Energized Irrigation at Town Park
 - Stained Barbeque and picnic pavilions and picnic tables
 - Repaired Roof Vent on Barbeque Pavilion
 - Installed French Drains to downspout extensions of Town Hall
 - Herbicide & Pesticide Treatments to applicable areas
 - Ordered & received (2) Trilogy DL4100 Locks for Park restrooms to be installed the week of May 9th.

✓ **222 Maintenance Road**

- Assembled & outfitted carts for Christmas ornaments
- Finalized planning w/ BTD Maintenance supervisor for temporary storage of materials and vehicles for upcoming Street Rehabilitation Project #2016-02
- Extended gravel area to accommodate dumpsters moved from 6 Oakwood Ave. to 222 Maintenance Road
- Reseeded and over-seeded grassy areas

✓ **201 Central Ave.**

- Energized Irrigation
- Prepared area and assisted with planting the new tree obtained from DE Forestry in honor of Arbor Day – April 29th.

In the Field

- Facilitated Demolition of 6 Oakwood
- Field Survey & Compiled data to Implement New DelDOT - MUTCD Regulations for Signage
- Completed (2) repairs to playground equipment at John West Park

Environmental Safety & Health

- DFIT Training for Playground Safety 19-APR-16
- First Cut at new Town of OV Environmental Safety & Health Program complete 30-Apr-16