

Administrative Official and Public Works Department Monthly Report for June 14, 2016 Town Council Meeting

(Covers period from 050616 through 060916)

Administrative Official:

- There were 22 building and sign permits and 23 Certificates of Zoning Compliance/Occupancy issued during May 2016.
- The Town is now in calendar year 2016 for licensing and has issued 988 business and rental licenses to date.
- Gross Rental Receipt Tax (GRRT) of \$235,000 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.
 - ✓ Phone calls to management companies & owners regarding GRRT, to insurance companies for updated certificate of liability insurance and to outside agencies for professional licenses.
 - ✓ Courtesy reminders to homeowners for Gross Rental Receipt Taxes.
 - ✓ Sent 9 violation letters for No Rental License or GRRT - 7 resolved.
 - ✓ 4 Business License violations – 3 resolved.
 - ✓ 6 courtesy emails need to renew RL - 4 resolved.
 - ✓ Follow up on getting DEBL or insurance from contractors after license was processed and didn't receive all paperwork at time of processing.
 - ✓ Updating professional licenses & insurance on hard drive of computer.
 - ✓ Ran report to match all monies paid for GRRT 15-2 in Z & Edmunds.
 - ✓ Ran report to match all licenses paid for 2016 in Z & Edmunds.
 - ✓ Contacting contractors (solar & irrigation) trying to close out existing Building Permits.
 - ✓ Did 1 inspection & issued 7 CO's.
 - ✓ Processed BL, RL & GRRT and passed onto town clerk & account clerk for additional processing.
- The Board of Adjustment met on May 10th and welcomed their newest member Mr. Donald Walsh who was sworn in by the Town Solicitor.
- The Board of Adjustment met 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). **Granted (5-0) w conditions for water's edge in front yard setback and height of detached accessory structure (garage). Request for driveway withdrawn by applicant.**

- ✓ **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). **Granted (4-1) w condition that fences to be removed or comply with Code when model homes are sold for permanent occupancy.**
- ✓ **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). **Granted (5-0) variance application for the shed, screen porch, deck, closet, outside shower and sunroom on existing screen porch. Denied (5-0) variance request for a carport.**
- ✓ **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). **Granted (5-0)**

- The Board Of Adjustment has scheduled a Special Meeting at 6PM on June 23rd to hear the following applications:
 - ✓ **V-322:** submitted by the property owner Lynn McCloskey, requesting 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 Savannah's Landing is 45% which includes all buildings and structures as stated in §140-28 of the L.U.D.C.
This variance seeks to allow the applicant to maintain the current lot coverage and to construct a paver patio that will exceed the maximum allowable lot coverage of 45% on a lot zoned R.P.C., located at 3 Jodi Court (PIDN: 324.110 / Sussex CTM#: 134-13.00-2007.00).
 - ✓ **V-325:** a request for a Special Exception, submitted by Mr. Charles A. Zonko on behalf of the property owners, B/Z Land, Inc., as required by Article IV, §140-24 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code for the establishment of medical offices.
The Special Exception will allow the applicant to create additional medical offices in Units 1 and 2 on property zoned GB-1, located at 96 Atlantic Avenue (PIDN: 084.000 / Sussex CTM#: 134-12.00-430.00).
 - ✓ **V-326:** submitted by Mr. Steven Smith, on behalf of the property owner, Rt. 26 Office, LLC, seeking a variance from Article V, § 140-32 & § 140-31 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which require attached accessory structures to have the same front (30') & side (15') yard setbacks as the principal structure.
This variance seeks to allow the applicant to construct an ADA compliant handicap ramp that will be within the required 30' front and 15' side yard setbacks on a parcel zoned GB-1 at 68 Atlantic Avenue (PIDN: 064.000 / Sussex CTM# 134-12.00-531.00).
 - ✓ **V-327:** submitted by Mr. Greg Goldman, on behalf of the property owner, Goldman, LLC, seeking a variance from 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 XVI, §140-100-D (12) (b) [2] and Article II, §187-10-A require driveways to be a minimum of 5' from any property line.
This variance seeks to allow the proposed driveway for a new dwelling unit to be closer than 5' to property lines on property zoned R-1, located at 16 Wagon Wheel Rd. (PIDN: 003.002 / Sussex CTM#: 134-12.00-390.01).
 - ✓ **V-328:** submitted by the property owner, Mr. Chris Sullivant, seeking a variance from Article V, §140-28, §140-32 and §140-33 which require principal structures and attached accessory structures to maintain minimum setbacks of 15' in the side yard, 30' in the rear yard and 25' in a side yard abutting a street, detached accessory structures to maintain minimum setbacks of 10' in the rear yard, 15' in the side yard and 5' from any other structure, limits lot coverage to 35% in the R-1 Zoning District, restricts projections of uncovered steps to a maximum of 4' into the required setback of the Land Use and Development Chapter (L.U.D.C.) of the Town Code and from Article XVI,

§140-100-D(12)(b)[2] & [3] of the L.U.D.C. and Article II, §187-10-A of the Streets and Sidewalks Chapter of the Town Code each of which require driveways be a minimum of 5' from any property line and have a maximum width of 20' through the Right of Way (R.O.W.).

This variance seeks to allow the applicant to maintain an existing principal structure with attached accessory structures that encroach into the required setbacks of 15' in the side yard, 30' in the rear yard and 25' in a side yard abutting a street, erect an attached accessory structure that will further encroach into the required 30' rear yard setback, erect a detached accessory structure that will encroach into the required 10' rear lot line and 15' side lot line setback, maintain and increase lot coverage that will exceed 35%, maintain an existing driveway that is closer than 5' to property lines and wider than 20' through the Right of Way (R.O.W.) on property zoned R-1, located at 17 S.

Horseshoe Dr. (PIDN: 002.340 / Sussex CTM#: 134-12.00-790.00).

- The Planning and Zoning Commission did not meet on May 19th and is not scheduled to meet on June 16th.
- The Town Manager and I received preliminary plans from architect Jon Fellgraff, for renovations of the second floor receiving area that are to be implemented for security purposes. The plans require some minor revisions and when completed and approved by Town Staff a request for proposal or bid package will be prepared.
- Continue visits to construction sites throughout Town to ensure contractors have the required building permits and business licenses. Verbal violations were given to 16 contractors who were in violation of the Code for failure to have Building Permits and/or Business Licenses. Grass violations were also forwarded to 60 property owners who were not in compliance with the property maintenance requirements of the Code.

Public Works:

- Projects:
 - ✓ Drainage:
 - Avon Park: Has been completed. An issue with residual water at the rear of 36 Brighton Street was raised by the property owner Mr. Greg Goldman at the last Town Council meeting on May 19th. I requested the Town Engineer survey the area and take spot shots of the grade showing that the water will flow to the outflow. A copy of that report showing the spot grades along the property and it indicates that the water has a tendency to flow to the pipe.
 - Country Village PHASE I is expected to be completed by June 10th. Some concerns have been raised regarding the swales created along Windmill Ln. and S. Horseshoe Drive. The Town engineer has responded to the Town Manager and I regarding these concerns and I will be providing pictures of the swales both before and after the installation of sod along with those previously presented by the property owner of 9 Windmill Lane. The resident from 9 Windmill Ln., who presented concerns at the last Town Council meeting, was provided an opportunity to review the plans and specifications as requested. Two residents, whose properties abut the ditch along S. Horseshoe Dr. between Windmill and Horseshoe Dr., also presented concerns and their emails are inclusive with this report. Pictures of this ditch will also be provided. Additionally, there is a petition from property owners, in Country Village, requesting that pipe be installed along areas previously noted.

- The Tyler Drive project in Savannah's Landing will begin on June 13th or immediately upon completion of the Country Village Phase I project whichever comes first. It is anticipated that this project will take about two weeks to complete weather permitting.
- Seven easements for Phase I are still outstanding and I have mailed a list of those property owners whose signatures are outstanding to a few of the residents who have indicated they will try to help get the signatures for the Town. Phase II is further out due to obstructions in ROW.
- ✓ Parking Lot Project at 6 Oakwood Avenue:
 - The project for the most part has been completed. The black top is down and the parking spots are stripped. There is stabilization of the ground surrounding the blacktop that is yet to be completed and a fence will be installed within a couple of weeks. We are still deciding on light fixtures to provide light in the evening hours but the parking lot will be restricted from dawn to dusk unless there is a Town sponsored event that will run later. The public works shed that was to be placed on the parking lot has been relocated to the north end of the park thus allowing us to add two additional parking spaces.
- ✓ Street Pavement Management:
 - The micro surfacing project that took place this year has been completed. We received complaints about the aesthetics as we do each year and also some cleanup issues. We met with a number of folks and answered many email inquiries from concerned citizens. A final walk through has been completed by the Town and I will present this punch list to the Town engineer so that they can ensure that these issues are addressed. I should also note that I did receive a few compliments about the work also which is always refreshing.
- ✓ Woodland Avenue Extended Drainage & Road Project –Awaiting budget decision regarding this project. I am still awaiting a decision from the Drainage Program Manager (Tax Ditches) at DNREC Division of Soil & Water Conservation in Georgetown. Additional attempts to contact them for an answer by both myself and Kercher Engineering have been unsuccessful.