

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

(Covers period from 061016 through 070616)

### Administrative Official:

- There were 48 building and sign permits and 30 Certificates of Zoning Compliance/Occupancy issued during June 2016.
- The Town has issued 1,033 business and rental licenses to date for CYE 16.
- Continue to collect Gross Rental Receipt Tax (GRRT) for periods 15-1 and 15-2 (January 2015 through December 2015). The next scheduled due date for GRRT from January 1, 2016 through June 30, 2016 is August 15, 2016.
- Staff continues to contact those individuals who have not yet obtained business and rental licenses for CYE 16 as well as for delinquent GRRT submittals.
  - ✓ Calls to management companies & owners regarding GRRT.
  - ✓ Courtesy email reminders to homeowners for Gross Rental Receipt Taxes – 3 resolved current & prior months.
  - ✓ Forwarded 4 violation letters for those property owners who GRRT has been paid but there is no Rental License on file for the property.
  - ✓ Sent 1 violation letter to renew HO Business License — not resolved.
  - ✓ Courtesy emails need to renew RL — 4 resolved.
  - ✓ 4 calls for Business Licenses contractors, brokers & agents — 4 resolved.
  - ✓ The Code Compliance person and I documented General Business Signs throughout Town.
  - ✓ Recorded as-built surveys at the Recorder of Deeds office in Georgetown.
  - ✓ 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.
  - ✓ Processed BL, RL & GRRT and passed onto clerk & accounting clerk for additional processing.
  - ✓ GRRT processed for June - \$3,700.00.
  - ✓ GRRT processed for 8/15/15 & 02/15/16 - \$239,000.00

The Board of Adjustment met on June 23rd to hear the following applications:

- ✓ **V-322:** This variance sought 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). **Granted (4-1).**
- ✓ **V-325:** A request for a Special Exception, sought to 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). **Granted (5-0).**
- ✓ **V-326:** This variance sought to allow the applicant to construct an ADA compliant handicap ramp that will be within the required 30' front yard setback on a parcel zoned GB-1 at 68 Atlantic Avenue (PIDN: 064.000 / Sussex CTM# 134-12.00- 531.00). **Granted (5-0).**

- ✓ **V-327:** This variance sought 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). **Granted (5-0).**
- ✓ **V-328:** This variance sought 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). **Driveway request withdrawn others Granted (5-0).**
- The Board Of Adjustment is scheduled to meet at 5PM on July 14<sup>th</sup> to hear the following application:
  - ✓ **V-329:** Submitted by Mr. Robert Hammond with the approval of the property owner Gysm, LLC, seeking a Special Exception as required by Article IV, §140-24 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code for the creation of a medical office/clinic. A Special Exception would allow the applicant to establish a physical therapy / rehabilitation facility on property zoned GB-1, located at 111 Atlantic Avenue – Unit # 3 (PIDN: 095.000 / Sussex CTM#: 134-12.00-295.00).
- There will be no meeting of the Board of Adjustment or the Planning and Zoning Commission in August.
- The Planning and Zoning Commission did not meet on June 23<sup>rd</sup> and is not scheduled to meet on July 21<sup>st</sup>.
- Visits to construction sites throughout Town are ongoing to ensure that contractors and property owners have the required building permits and/or business licenses. Verbal violations were given to 28 contractors who were in violation of the Code for failure to obtain Building Permits and/or Business Licenses. Grass violations were forwarded to 12 property owners who were not in compliance with the property maintenance requirements of the Code. One building permit violation was sent. A Stop Work Order was also issued for a project on Seabrook Road.
- Met with the developers of the Reserves, Bob Sipple and Jamie Winfield, along with their site contractor, Bobby Cerfeleski, on June 8<sup>th</sup> to discuss the construction traffic on Woodland Avenue and use of the easement access granted by Mr. West. Forwarded a letter to the developer seeking their assistance after our meeting concluded. Also discussed the subject of annexation and the developers indicated they would review my comments and make a determination.
- On June 15<sup>th</sup>, I advised Todd Moyer of Fairway Cap, the developer of Fairway Village, that the Ocean View Town Council had agreed to have a Resolution prepared by the Town Solicitor to resolve the land issue at Fairway Village. Informed Mr. Moyer that the Resolution would be voted on by Town Council at their July 12<sup>th</sup> meeting.
- Attended a Preconstruction meeting on June 28<sup>th</sup> with Evergreene Homes, their contractors, and Kercher Engineering to discuss the new communities of Johnson's Glade on Central Avenue &

Tidewaters at the intersection of Tyler Drive and Atlantic Avenue (SR26). They are projecting a start date of late July for each project.

### **Public Works:**

- Met onsite at the Ogre Dr. section of Ocean Way Estates that is within the Town of Ocean View to discuss parcel improvements and the need for the road to be accepted by the Town. Those in attendance included the property owner, his developers, Ryan/NV Homes and their engineers, as well as the Town Engineer. Kercher Engineering will provide documentation of their road inspection as well as what is needed to make the road acceptable for dedication to the Town. Because this roadway was originally approved in the County and annexed by the Town, we are required to accept the road width and Right of Way previously approved, however, the roadway must be brought up to acceptable standards.
- June 28: Reviewed Micro, Ogre Drive, Drainage Projects, etc.
- Projects:
  - ✓ Drainage:
    - Country Village PHASE I has been completed and is operating as expected.
    - Tyler Drive: Due to delays in the Country Village Phase I drainage project, the Town, along with the contractor and Kercher Engineering, decided to postpone the start of this project in Savannah's Landing until September 12<sup>th</sup>. This postponement was discussed and agreed upon by all parties after taking into consideration that the original start date would have resulted in lane closures and no access to Patrick's Court just before the Fourth of July. Once started, it is anticipated that this project will take about two weeks to complete, weather permitting.
    - Woodland Park Phase I: Easements that were in hand for Phase I and Phase II of this project were forwarded to the Town Solicitor for recordation. Those easements that are still outstanding are being pursued by staff and residents.
  - ✓ Municipal Parking Lot at 6 Oakwood Avenue:
    - The parking lot has been completed and is available to those people visiting the Town Park. Staff is considering options for additional lighting but budget constraints may cause this to be delayed until FYE 18.
  - ✓ Street Pavement Management:
    - The micro surfacing project that took place this year has been completed and a punch list has been provided to the contractor via the Town engineer. I've been advised that we are to meet and discuss the punch list sometime during the week of July 11<sup>th</sup> and, at that time, a date to begin sweeping of the roadways will also be established.
  - ✓ 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.
- In addition to regular daily duties the DPW personnel also:
  - ✓ Concert in the Park on June 10<sup>th</sup>: preparation and breakdown for event.
  - ✓ Continue weekly application of herbicide to control mosquitos.

- ✓ Completed backpack spraying in wooded areas near parcels in Savannahs' Landing, West View, Hunter's Run, Country Estates and Country Village.
- ✓ Removed vegetation at the rear of 6 Oakwood Avenue so that the fence could be installed as close as possible to the rear property line at the Municipal Parking lot. This avoided additional costs to the Town from the fence installer. Once parking lot was completed, posts were installed at the front directing traffic into the entrance so that users avoided driving over the grass area at the front of the lot.
- ✓ Completed Water BLOW – OFF's throughout town.
- ✓ Removed a piece of playground equipment at the park that was deemed unsafe and not compliant with today's safety regulations. A new piece of equipment is to be installed on July 6<sup>th</sup> to replace the piece removed.
- ✓ CLEARED & TRIMMED:
  - Swales at Kent & Sussex Avenues in West View and on N. Primrose Lane in Country Village.
- ✓ VISIBILITY TRIMMING at:
  - 201 Central Avenue
  - Kent Avenue, Sussex Drive and New Castle Court in West View
  - Thornberry and Cromwell Drives in Hunter's Run.
  - Frontier Drive in Country Estates
  - Seabrook Road in the Cottages