

# Administrative Official and Public Works Department Monthly Report for September 13, 2016 Town Council Meeting

(Covers period from 070716 through 090816)

## Administrative Official:

- There were 97 building and sign permits and 63 Certificates of Zoning Compliance/Occupancy issued during July and August 2016.
- The Town has issued 1,093 business and rental licenses to date for CYE 16.
- Gross Rental Receipt Tax (GRRT) for period 16-1 (January 2016 through June 30, 2016 is currently being collected and to date we have received \$65,000.00.
- 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.
  - ✓ 11 phone calls to management companies & owners regarding GRRT
  - ✓ 8 phone calls to insurance companies for updated certificate of liability insurance
  - ✓ 17 courtesy email reminders to owners for Gross Rental Receipt Taxes – 9 resolved
  - ✓ 2 calls to Division of Revenue
  - ✓ 7 violation letters sent for no Rental License & GRRT on file – 3 resolved from current & prior month
  - ✓ 4 violation letter to renew HO Business License – 2 resolved
  - ✓ going through aging report and contacting all homeowners who have not yet renewed 2016 Rental License – 13 courtesy emails need to renew Rental License if renting 9 resolved
  - ✓ 1 call for Business License for contractors, brokers & agents -1 resolved
  - ✓ Recorder of Deeds Office recording plats
  - ✓ Updating professional licenses & insurance in Z
  - ✓ Ran report to match all monies paid for GRRT 16-1 in Z & Edmunds
  - ✓ Ran report to match all licenses paid for 2016 in Z & Edmunds
  - ✓ Processed BL, RL & GRRT and passed onto clerk & account clerk
- The Board of Adjustment met on July 14th to hear the following application:
  - ✓ **V-329:** Submitted by Mr. Robert Hammond with the approval of the property owner Gysm, LLC, sought 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. The Special Exception allows 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). **Granted (5-0).**
- The Board of Adjustment and the Planning and Zoning Commission did not meet in August.
- The Planning and Zoning Commission is scheduled to meet on September 15<sup>th</sup> to hear the following applications:
  - ✓ **P-297:** A public hearing to review the Comprehensive Land Use Plan (C.L.U.P.) is scheduled for 5 p.m. or as soon as possible thereafter.
  - ✓ **P-258 & 260:** Ocean View Beach Club (OVBC) Condominium Parcel ‘A’ that includes the amenity area review of a revision to a previously approved site plan.

- ✓ **P-285:** Final Land Development review submitted by Steven J. Collazuol on behalf of the property owners Ann Bennett Collazuol & Steven J. Collazuol in conjunction with application P-285, to combine two parcels of land for subdivision into six individual parcels of land, on property zoned R-1 (single family residential), located at 34 Woodland Avenue (PIDN's: 116.000 & 116.001 / Sussex CTM#: 134-12.00-317.00 Parcels A & B).
  - ✓ **P-291:** Final review submitted by the property owner, CJ Pines, LLC, to create a general business that will include structures for a restaurant and office/retail space, on property zoned GB-1 (General Business District 1), located at 83 Atlantic Avenue (PIDN: 093.000 / Sussex CTM#:134-12.00-300.00).
  - ✓ **P-301:** Preliminary review submitted by the property owners Christopher and Marie Dispoto for a lot combination to combine two parcels of land into one parcel on property zoned R-1, located at 7 & 9 Longview Drive (PIDN's: 103.150 & 103.160 - Sussex CTM#'s: 134-12.00-311.05 & 311.07).
  - ✓ **P-302:** Preliminary review submitted by the property owners Paul F. and Stefania Crum for a lot combination to combine two parcels of land into one parcel on property zoned R-1, located at 11 Scanlon Avenue and 12 Delaware Avenue (PIDN'S: 036.290 & 036.280 / Sussex CTM#'S: 134-12.00-488.00 & 134-12.00-1387.00).
  - ✓ **P-303:** Preliminary review submitted by the property owner Robert L. Herrington seeking a subdivision of a single lot to create three lots on property zoned R-1, located at 38 Woodland Avenue - (PIDN: 115.000 / Sussex CTM#: 134-12.00-314.00).
- Visits to construction sites throughout Town ensuring that contractors and property owners have the required building permits and/or business licenses. Verbal violations were given to 33 contractors who were in violation of the Code for failure to obtain Building Permits and/or Business Licenses. Property maintenance violation notices were forwarded to property owners who were not in compliance with the property maintenance requirements of the Code. A Stop Work Order was also issued.
  - Greg Durstine, the Code Compliance person, and I attended NFIP Training on July 19<sup>th</sup> for Floodplain Managers, entitled Guidance and Best Practices for Meeting Day to Day Challenges. The training was provided by the Federal Emergency Management Agency (FEMA) in cooperation with Delaware Department of Natural Resources (DNREC) and included the following topics:
    - ✓ Accessing and Using Flood Hazard Data
    - ✓ Administering Floodplain Ordinances
    - ✓ Permitting Process
    - ✓ Ordinance Enforcement
    - ✓ Pre- and Post-Disaster Considerations
    - ✓ Changing Flood Insurance Rate Maps (FIRMs) and Flood Insurance Reports (FIS)
  - The Town Solicitor and I met w/ Zac Crouch from Davis, Bowen & Friedel and representatives of Windansea, LLC at the solicitor's offices on August 1<sup>st</sup> to discuss amending the Residential Planned Community (R.P.C.) Condition # 7 for the Ocean View Beach Club as directed by Town Council. A report and possible ordinance introduction has been prepared for this item.

- Attended Sussex County Multi-Jurisdictional Hazard Mitigation Plan Update on August 10, 2016 to provide additional input on the Town's behalf as a working member of the group. The Mayor, Town Manager and I also attended a meeting on September 1<sup>st</sup> for presentation of the Final Draft and the meeting was open for public input. The document is available on the County website [www.sussexcountyde.gov/all-hazard-mitigation-plan](http://www.sussexcountyde.gov/all-hazard-mitigation-plan).
- On Monday August 22<sup>nd</sup> I met onsite with a representative of the Artisan's Fair held at Lord Baltimore School each Memorial Day to discuss the 2017 event and proposed vendors.
- Met with the Town Manager and Public works Director from South Bethany to discuss our micro surfacing projects and street pavement management program. Provided data and material describing micro surfacing and visited a number of sites throughout Town where micro surfacing has been completed.
- The Town Manager and I met with Charlie Walker of Liberty Parks on August 25, 2016 to discuss finalizing plans for the next Phase of the five year projected park improvements. We met onsite and Mr. Walker is to provide a layout defining our earlier age play area as well as tying in the existing area where the bandstand is located. A new bandstand is in the future plans. On September 1<sup>st</sup> repairs were completed to previously installed equipment.
- Met with a representative of Leisure Fitness to discuss new fitness equipment for the locker rooms that was funded in this year's budget. Chief McLaughlin originated conversation when he discussed new treadmills we wanted and a follow up meeting was scheduled to add an elliptical machine. Delivery is expected sometime this month.
- Our contractor, Coastal Services of Delmarva, replaced an aged HVAC unit at the Town Hall in August.

## **Public Works:**

- 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> and it is scheduled to begin on the 12<sup>th</sup> immediately after an onsite meeting.
    - 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 and landscaping 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. Because sweeping and attention to punch list items were delayed we are trying to lock the contractor into specific dates for these actions so that we can advise HOA's to notify residents.
  - ✓ Woodland Avenue Extended Drainage & Road project:
    - Awaiting budget decision regarding this project. I continue to await 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.
  - ✓ T2 - Pedestrian Pathway Project:
    - Sidewalks for DelDOT Phase III along Central Ave: Staff obtained easements on behalf of DelDOT for four out of the five properties required to begin Phase III. DelDOT has informed us that they have obtained the fifth easement.
    - The Mayor, Councilman Olsen, the Town Manager and I met with representatives from DelDOT and Century Engineering to discuss Phase IV of the Pedestrian Pathway Project to ascertain if there was a way to resolve the issue of acquiring easements. We were informed that condemnation is not a path that can be used for this type of project and that the only way it could move forward was if we were able to obtain all of the easements voluntarily from the property owners. We decided to allow the project to remain on the board with the understanding that Century Engineering and the Town would work to process the required easement documents that could be presented to the property owners for signatures. If this is unsuccessful then the project could not move forward and the Town will not be required to make any payments to DelDOT for additional work.
- The Town has received the three radar speed signs that we ordered and Chief McLaughlin and I visited a number of locations in the north end of Town to determine placement of these signs. Our consensus opinion was that two signs will be placed on Woodland Avenue between Betts Avenue and Hudson Avenue. We will also place three to four posts that will be used as mobile locations for the third sign.

- Met with Todd Moyer of Fairway Cap, LLC (developer of Fairway Village) and Mike Baiocco and Mike Griffith of Kercher Engineering (KEI) to review the Right of Way (R.O.W.) within Fairway Village that is to be dedicated to the Town. We walked the site and KEI representatives advised Todd Moyer what they will be reviewing for during their inspections of the R.O.W. so that the developer had an understanding of what was to be done. On August 26<sup>th</sup> KEI provided a punch list detailing areas within the R.O.W. that required repair and/or replacement. I reviewed and returned for minor revisions which were completed on September 1<sup>st</sup> and forwarded to Todd Moyer at Fairway Cap, LLC for their review and action.
- In response to an inquiry from Councilman Twardzik I contacted DelDOT regarding the SR 26 Mainline project parcels acquired for the project within the Town limits of Ocean View. I was advised that DelDOT uses a number of variables to determine what parcels might be offered for sale and those that may be considered excess. I explained that the Town was hoping that some of the parcels might be offered to the Town to be used as open space and the beautification of SR26. Based on my conversation it would appear that any decision about this would not occur until one year after the completion of the project.
- On Tuesday August 30<sup>th</sup> I attended a meeting initiated by Mr. Paul Stehlik of Ocean Way Estates (OWE) to discuss drainage issues within ditches throughout OWE. This is an issue which I had discussed previously with representatives from Sussex Conservation District (SCD) and DNREC's Tax Ditch in an attempt to determine responsibility for a drainage pipe under Riga Drive. Mr. Stehlik then proposed a meeting with SCD and Tax Ditch personnel and Jessica Watson from SCD made me aware of the meeting. I then reached out to representatives of Savannah's Landing (Pete Fedorkowicz & Envirotech) and Hunter's Run (Tom Maly & Kate Lagore) whose communities both abut OWE. We all met at Mr. Stehlik's home along with Representative Ron Gray and a number of folks from OWE. A number of topics were discussed and direction provided by those with past experience with drainage issues. Mr. Stehlik is to compile minutes of the meeting and we will follow up with additional meetings if needed. It was a good way for property owners who share many of the same issues regarding drainage to meet and network with each other to find solutions to their problems.
- In addition to regular daily duties the DPW personnel also:
  - ✓ Concerts in the Park on August 27<sup>th</sup>, preparation and breakdown for event.
  - ✓ Prepare park for all daily and weekend events that are reserved by individuals ensuring that grass is cut, bathrooms are cleaned and stocked, lighting is working, reserved areas are free of debris and cleaned and that trash receptacles are available and emptied when the events conclude.
  - ✓ Continue weekly application of herbicide to control mosquitos and have also completed another backpack application in communities that are densely wooded such as Savannahs' Landing, West View, Hunter's Run, Country Estates and 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