

Administrative Official and Public Works Department Monthly Report for October 11, 2016 Town Council Meeting

(Covers period from 090916 through 100516)

Administrative Official:

- There were 43 building and sign permits and 32 Certificates of Zoning Compliance/Occupancy issued during September 2016.
- The Town has issued 1,120 business and rental licenses to date for CYE 16.
- Gross Rental Receipt Tax (GRRT) for period 16-1, due August 15, 2016 for rental period from January 2016 through June 30, 2016 is still being collected and to date we have received \$80,000. We have also begun to receive GRRT for period 16-2, which is due February 15, 2017 and covers rental period from July 1, 2016 through December 31, 2016. Thus far, we have received \$5,000 for 16-2, which brings us to a grand total of \$85,000 collected during FY17.
- 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.
 - ✓ 9 phone calls to management companies & owners regarding GRRT
 - ✓ 5 phone calls to insurance companies for updated certificate of liability insurance
 - ✓ 44 courtesy email reminders to owners for GRRT – 31 resolved
 - ✓ 4 violation letters sent for GRRT, no Rental License or HO Business License – 3 resolved
 - ✓ Follow ups to get DE BL or insurance documents from contractors after license was processed and didn't receive all paperwork at time of processing
 - ✓ Updating professional licenses & insurance in Z file on computer
 - ✓ Ran report to match all monies paid for GRRT 16-1 & 16-2 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 did not meet in September.
- The Planning and Zoning Commission met on September 15th and heard 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. *Deferred.*
 - ✓ **P-258 & 260:** Review a request by the developers of the Ocean View Beach Club (OVBC) Condominium Parcel 'A' that includes the amenity area for a revision to a previously approved site plan. *Approved*
 - ✓ **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).
Deferred up to 6 months

- ✓ **P-291:** Final Land Development site plan 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). *Approved*
 - ✓ **P-301:** Preliminary Land Development site plan 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). *Approved as a Final Land Development Site Plan.*
 - ✓ **P-302:** Preliminary Land Development site plan 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). *Deferred at the applicants request during the hearing.*
 - ✓ **P-303:** Preliminary Land Development site plan 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). *Approved*
- The Board of Adjustment is scheduled to meet on October 20th to hear the following application:
 - ✓ **V-331:** The property owners, Kevin and Christina Doughty, are seeking a variance from Article IV, §140-25-C-3(1)[b] of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which requires Major recreational equipment (Boat and trailer) to be parked or stored within a garage or behind the nearest portion of a building to a street and § 203-1 of the Town Code which restricts the parking of trailers on parcels within the Town.

This variance seeks to allow the applicants to park a boat and trailer that do not comply with the requirements set forth in the Town Code on property zoned R-1, at 13 Columbia Avenue (PIDN: 094.940 / Sussex CTM# 134-12.00-2139.00).
 - The Planning and Zoning Commission is scheduled to meet on October 20th to hear the following applications:
 - ✓ **P-304:** Preliminary Land Development site plan review submitted by the property owners Timothy & Elenita Yeager for a lot combination to combine two parcels of land into one parcel on property zoned R-1, located at 15 & 11 Butler Boulevard (PIDN's 405.012 & 405.016 – Sussex CTM#'s 134-17.00-5.02 & 5.13)
 - ✓ **P-305:** Review of an Ordinance to amend Residential Planned Community (R.P.C) Condition #7 as set by Ordinance 214, for Condominium Parcel “A” at the Ocean View Beach Club (PIDN: 408.310 / Sussex CTM# 134-17.00-977.00)

- Comprehensive Land Use Plan (C.L.U.P.) – Amendment to the 2010 and 2013 amended C.L.U.P. has been forward to Office of State Planning (OSP). A Preliminary Land Use Service (PLUS) review of the submitted document is scheduled in Dover. I am requesting that the ordinance to adopt this amendment be introduced tonight. Once introduced it will be forwarded to the Planning and Zoning Commission for review at their October 20th meeting for them to provide their recommendation regarding adoption to Town Council.
- 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 11 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.

Public Works:

- Projects:
 - ✓ Drainage:
 - Country Village PHASE I: has been completed and is operating as expected.
 - Tyler Drive: Is ongoing and should be completed shortly. Have received some concerns from the Savannah's Landing HOA regarding the swale and a request to pipe same. I have spoken with the Town engineer about this who assures me that there are no issues with the swale regarding road stability, safety or pedestrian access.
 - ✓ 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. As of this reading the punch list work and sweeping is to begin on Monday, October 10th. Hopefully Hurricane Matthew doesn't have other ideas.
 - ✓ Woodland Avenue Extended Drainage & Road project:
 - Awaiting budget decision regarding this project and 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. Will pursue other avenues for approval information.
 - ✓ T2 - Pedestrian Pathway Project:
 - Sidewalks for DeIDOT Phase III along Central Ave: All easements for DeIDOT Phase III have been obtained.
 - I have reached out to Century Engineering regarding the Town decision to work with them so that they might provide documentation of the actual easements needed for this project. Once obtained we would be able to show them to the property owners to seek their approval for the easement request. If this is unsuccessful then the project could not move forward and the Town will not be required to make any payments to DeIDOT for additional work.

- Will have road patch work done on Woodland Extended the week of October 24th by Jerry's Paving who was the lowest of three bidders. This work is being done because of severe distress issues of the roadway that if not addressed could cause the road to fail.
- The Public Works Dept. has installed the three radar speed signs, two of which have been placed on Woodland Avenue between Betts and Hudson Avenues and are to be stationary. The other was placed on W/B Daisey Avenue but will be mobile and moved periodically to other pre-determined locations as requested by OVPD.
- In addition to regular daily duties the DPW personnel also:
 - ✓ Prepared three (3) electronic speed signs for placement
 - ✓ Replaced clogged and leaking vacuum lines on Smart flow mosquito sprayer
 - ✓ Prepared Western Plows for upcoming season
 - ✓ Continue to reach out to Jim Smith (DELMARVA Power) for approval to replace Christmas lights on utility poles along SR26.
 - ✓ Replaced New Holland Tractor Battery
 - ✓ 18" Stihl chain saw added to inventory to replace older model that failed
 - ✓ Ocean View Water System blow offs Sept. 26
 - ✓ Cleared a number of downed trees during and after weather event of September 29th
 - ✓ VISIBILITY TRIMMING at:
 - Central Avenue at Assawoman Canal
 - Daisey Avenue
 - Betts Avenue
 - Scanlon & West
 - West View
 - Country Village
 - Caroline St.
- Received a letter dated 092716 from the Office of Drinking Water (ODW) – Delaware Health and Social Services (Division of Public Health) regarding the Consumer Confidence report (CCR) submitted to the ODW and the Consumer Advocate on September 27, 2016. The letter was to inform the Town that the CCR, which informs the public of the testing completed on the Town water system, had met the State requirements set forth in Section 6.5 of the State of Delaware Regulations Governing Public Drinking Water Systems for calendar year 2015.
- Storm on Thursday, September 29: Received an email from a resident complimenting the Town on their quick action in removing a tree that fell during recent storms and blocked an alley in Hunters Run. Greg Durstine, Code Compliance Officer, spotted the tree and reported it to our Public Works Department. Jerrad Steele and Stuart Townsend, DPW Staff, worked diligently to remove the obstruction as quickly as possible.
- October 4th – Met with Mayor, Town Manager, and KEI to discuss ADA Transition Plan
- October 4th – met with KEI to determine placement of speed bumps
- October 7th – Sussex Tree will remove a decaying/hazardous tree from the Right-of-Way at 96 Woodland Ave.
- October 13th – Sussex Tree scheduled to remove dead limbs and prune trees in the John West Park.